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ABSTRACT

Listed alphabetically by program title, the information for each public service internship program includes: address and phone number, program director, administering agency, year commenced, interns/fellows per year, objectives of program, program design, scope of placement, sponsors/mentors, scope of recruitment, recruitment strategies, screening and selection, admission requirements, remuneration and stipend, and obligations on completion of program. (MJM)

ED104203

A DIRECTORY OF PUBLIC SERVICE INTERNSHIPS:

OPPORTUNITIES FOR THE GRADUATE, POST-GRADUATE AND MID-CAREER PROFESSIONAL

1974-75

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
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HE 006 318

National Center for Public Service Internship Programs

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The NATIONAL CENTER FOR PUBLIC SERVICE INTERNSHIP PROGRAMS has been established to "serve the needs of public service internship and fellowship programs, to encourage and facilitate the establishment of such programs, and to promote the acceptance of such programs as a significant and viable component of higher education."

Plans are underway to improve information exchange by compiling the first complete data bank on internship funding, program design and educational components. This information will be disseminated on a regular basis through a national newsletter and program catalogues.

The National Center will conduct research into the educational and social effectiveness of internships, and offer technical assistance to new and operating programs. It will represent internship interests in Washington, operating a legislative information service through its newsletter, making information available to Congress and the Executive Branch, and promoting new revenues for internship programs.

The new organization was founded by a planning committee that grew out of the national internship conference held at Lexington, Kentucky in October 1971. The Center is governed by a Board of Directors representing a broad spectrum of internship programs: local, state, regional, minority, university-affiliated, and national. Both experimental and traditional educational institutions are represented, as well as a wide variety of government officials and public interest organizations.

Policy is set by the Board of Directors, and also by a nine-member Executive Committee chosen by the Board.

For further information about the National Center's programs and publications, membership categories, and if you would like to be placed on our mailing list, please contact Richard Ungerer, Executive Director, at (202) 331-1516, or write to:

THE NATIONAL CENTER FOR PUBLIC
SERVICE INTERNSHIP PROGRAMS
Suite 601
1735 Eye Street, N.W.
Washington, D.C. 20006

Single copies of this Directory are $3 for members of the National Center for Public Service Internship Programs and $6 for non-members, prepaid. Multiple copies (over 10) are available for members of the National Center at a 25% discount.

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ABOUT THIS DIRECTORY

Richard A. Ungerer

Executive Director, National Center for Public Service Internship Programs

This Directory is designed primarily for individuals seeking internship programs that meet their educational and career development needs. Information about existing graduate, post-graduate and mid-career public service internship opportunities has not been made available in any one comprehensive publication. The National Center for Public Service Internship Programs recognized the importance of such a publication as a result of the numerous requests it received from individuals for this information and also from statements from the administrators of these intern programs who have been unable to assist and refer the many applicants not accepted to their competitive programs.

We envision a revised edition of this Directory being published each year. Readers are urged to send literature, names and addresses of programs not included in the Directory and relevant bibliographic information. This first edition is recognizably imperfect, partial and fragmentary; however, the National Center has implemented procedures to facilitate the continuous updating of these program listings.

The major difficulty encountered in the preparation of this Directory was the diversity of programs discovered and the lack of a conceptual scheme of program categories. Many of the programs surveyed were designed to serve constituencies with multi-purpose objectives. It became difficult to determine which programs to include in the Directory and which to eliminate. Not only were our category boundaries vague, but knowledge about the full universe of these programs was largely non-existent. We initiated our extensive research contacting numerous universities, foundations, public interest associations and state, local and federal governmental units. The terms "public service" and "internship" were defined broadly in recognition of the diverse, overlapping and often ill-defined interests of many of the potential users of this Directory.

Essentially, we observed two general categories of internship programs:

(1) The first category includes internship programs which are designed to serve the professional practitioner who interrupts his or her career for an internship/fellowship experience. Frequently these programs are labeled early-career, mid-career, leadership, executive development, post-doctoral, or faculty fellowship and research programs. Most participants in these programs will have already begun their professional careers, and are either interested in enhancing or perhaps modifying their future career objectives.

(2) The second category encompasses internship programs essentially pre-professional in nature, designed for the individual perhaps as part of a formal graduate program or immediately following his or her graduate work (such as the management intern programs). We did not include university sponsored programs that were open only to those students enrolled at that university.

The research and publication of this Directory have been made possible by the financial support from the National Urban Fellows. The Director of the National Urban Fellows, Frank Logue, was chiefly responsible for identifying the need for the urgency of undertaking such a publication. The National Center for Public Service Internship Programs would also like to thank all those who cooperated in submitting information on their program and especially recognizes L. Jean Russell who served as the principal research and staff assistant for this project and Cele Trudel who professionally completed the tedious job of typing this lengthy publication.

OUTLINE FOR INTERN PROGRAM LISTINGS

The information for each intern program is organized according to the following outline:

Name of Program

Address and Phone Number

Program Director

Administering Agency

Year Commenced

Interns/Fellows per Year

Objectives of Program

Program Design (Duration, Internship, Educational Component)

Scope of Placement

Sponsors/Mentors

Scope of Recruitment

Recruitment Strategies

Screening and Selection (Procedures and Timetable)

Admission Requirements

Remuneration and Stipend

Obligations Upon Completion of Program

PROGRAMS

MID-CAREER: LEADERSHIP, EXECUTIVE DEVELOPMENT, AND POST-DOCTORAL INTERNSHIP PROGRAMS

ACADEMIC ADMINISTRATION INTERNSHIP PROGRAM, AMERICAN COUNCIL ON EDUCATION

Address and Phone Number: American Council on Education
One Dupont Circle
Washington, D.C. 20036

Program Director: Dr. Thomas M. Stauffer

Administering Agency: Office of Leadership Development in Higher Education
American Council on Education

Source of Funds: Lilly Endowment, Inc. and Participating Colleges and Universities

Year Commenced: 1964

Interns/Fellows per Year: 40

Objectives of Program: The Academic Administration Internship Program is designed to strengthen leadership in postsecondary education by identifying and training individuals who have shown promise for responsible positions in academic administration. There have been 393 Fellows who have completed the program. Since 1964, over eighty percent of Alumni have become professional academic administrators in higher education and 38 have become college or university presidents.

Program Design (Duration, Internship, Educational Component): Six basic components: (1) a competitive identification and selection process; (2) an internship experience from September to June or August arranged either at a host institution or on the Fellow's home campus. Details about the experience are worked out between the Fellow and his or her Mentor, normally a president, chancellor, or chief academic officer; (3) three week long seminars in St. Louis, Boulder, and Washington, D.C.; (4) extensive reading in postsecondary education; (5) an analytical paper produced by the Fellows: (6) travel and consultation opportunities with leaders in American higher education.

Scope of Placement: No placement, we refer names upon request.

Sponsors/Mentors: One or two from each Fellow usually college or university presidents, chancellors, or academic vice presidents.

Scope of Recruitment: Candidates must be nominated by ACE member institutions (1400). Individual applications are not accepted.

Recruitment Strategies: ACE member colleges, universities, and organizations are invited each September to nominate one or two candidates. The program is widely publicized in the scholarly press.

Screening and Selection (Procedures and Timetable): For the 1975-76 Internship Program

September 3, 1974 - invitations mailed to ACE member institutions
October 15, 1974 - deadline for Council's receipt of the invitation
November 15, 1974 - deadline for Council's receipt of nomination forms
January 6, 1975 - finalists announced

February, 1975 - finalists interviews at regional sites by senior administrators

March 28, 1975 - 1975-76 ACE Fellows in Academic Administration announced

Admissions Requirements:

Age: 30-45
Education: Doctorate or generally recognized terminal degree.
Occupation: Faculty or college or university staff member.
Geographical, Ethnic or other Preferences: None.
Other Criteria: 3 years college teaching experience; record of accomplishment indicative of substantial career potential.

Remuneration and Stipend: Salaries paid by the nominating institutions; programmatic costs paid by ACE.

Obligations Upon Completion of Program: Work for nominating college or university for a minimum of one year after the internship.

AMERICAN SOCIETY FOR ENGINEERING EDUCATION/NATIONAL AERONAUTICS AND SPACE ADMINISTRATION SUMMER FACULTY FELLOWSHIP PROGRAM

Address and Phone Number: Dr. Fawzi P. Emad
Department of Electrical Engineering
University of Maryland
College Park, Maryland 20742

Program Director: Dr. Fawzi P. Emad

Administering Agency: National Aeronautics and Space Administration and the American Society for Engineering Education with the University of Maryland and the Catholic University of America.

Source of Funds: Contract between NASA and participating universities.

Year Commenced: 1965

Interns/Fellows per Year: 25 in Goddard program, divided almost half and half between first year and returning Fellows.

Objectives of Program:

A. To further the professional knowledge of qualified engineering and science faculty members.
B. To stimulate an exchange of ideas between participants and NASA.
C. To enrich and refresh the research and teaching activities of participants' institutions.

Program Description (Duration, Internship, Educational Component): The program consists of two parts: Research (approximately 85%) in the general areas of data systems, information transmission and processing, tracking, space and earth sciences, earth observation sciences, communications and telemetry, electronic systems, mechanical systems, automatic control, optics, and ground and spacecraft antennas, and education (approximately 15%) including lectures, seminars and short courses on topics related to the research problems and the mission of Goddard Space Flight Center. The program runs 10 weeks during the summer and fellows may be approved to return for a second summer if the research area warrants and funds are available.

Scope of Placement: Fellows are placed throughout the technical areas of the center, appropriate to selected research projects and subject to mutual agreement.

Sponsors/Mentors: Research problems are solicited from center technical managers, and as topics are selected, the respective proposing managers act as colleague advisors to fellows.

Scope of Recruitment: ASEE makes broad distribution of program fliers through various academic and professional mailing lists. Participating NASA Centers and Host Universities also have material for distribution.

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable): Research problems are advertised in the program brochure and applicants apply for specific topics. Program co-directors evaluate candidates' education and experience as they relate to research topics offered at the Center. Selections are made for specific research areas and non-selected applicants are often considered for more appropriate research topics at other centers. The timetable for application and selection is described in the program brochure.

Admission Requirements: Applicants must be U.S. citizens who are university level faculty or research members, preferably with two years of teaching experience. Qualified applicants will receive consideration without regard to race, creed, color, sex, or national origin.

Remuneration and Stipend: $275/week for first year fellows, $300/week for returning fellows. Individuals initial travel to and final travel from the center is also paid.

Obligations Upon Completion of Program: Fellows are asked to submit a short report on their research at the end of the summer. No commitment on the part of the fellow or the NASA is implied by the offer or acceptance of a fellowship award.

Note: National Aeronautics and Space Administration/American Society for Engineering Education Summer Faculty Fellowships are available at many NASA field installations:

In Engineering Systems Design at:

Marshall Space Flight Center
Ames Research Center
Langley Research Center
Johnson Space Center

In Aeronautics and Space Research at:

Goddard Space Flight Center
Marshall Space Flight Center
Johnson Space Center
Langley Research Center
Lewis Research Center
Ames Research Center

ARTS ADMINISTRATION INTERNSHIP PROGRAM (CONNECTICUT COMMISSION ON THE ARTS)

Address and Phone Number: 340 Capitol Avenue
Hartford, Connecticut 06106
(203) 566-4770

Program Director: Catherine M. Gasper

Administering Agency: Connecticut Commission on the Arts

Source of Funds: National Endowment for the Arts and the William H. Donner Foundation

Year Commenced: 1974

Interns/Fellows per Year: Five

Objectives of Program: By preparing people to work effectively in broad-based arts administration, the Commission is moving significantly closer to fulfilling a major goal of public arts agencies: bringing arts experiences of quality and diversity to as many people as possible.

Program Design (Duration, Internship, Educational Component): Interns interact with people at all levels of the arts, in a combined course of academic study, practical field assignments, and exposure to outstanding practitioners. Learning within the framework of the Commission, interns follow a curriculum which includes: the objectives and operations of federal, state and local arts agencies; approaches to supporting creative and interpretive artists; the relationship of arts administration to municipal, state and federal government; grant processing; program development; project management; research techniques; fiscal management and budgeting; public relations; and general administrative skills.

Work experience with the Commission staff alternates with the study of relevant texts and documents, attendance at seminars conducted by leading arts administrators, foundation officers, artists, and government officials, observation of Commission meetings and legislative sessions, participation in conferences in Connecticut and elsewhere in the country, and the carrying out of specific field assignments with community arts councils, arts organizations and artists around the state.

Scope of Placement: --

Sponsors/Mentors: --

Scope of Recruitment: State arts agencies, community arts agencies, key personnel and key publications in the field, arts organizations and arts service organizations in the country, university and college programs in all the arts and arts administration.

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable): This year's procedures and timetable: early Spring: announcement of 1975 program and availability of applications; August 1st application deadline; October 15th announcement of the five 1975 interns.

Admission Requirements: Very broad -- further information available from the Commission.

Remuneration and Stipend: 1974: $6,000 plus $1,000 out-of-state travel.
1975: $7,000 plus $1,000 out-of-state travel.

Obligations Upon Completion of Program: Full one-year evaluation report.

ATLANTA FELLOWS & INTERNS PROGRAM

Address and Phone Number: Atlanta University Center (404) 522-8881
360 Westview Drive, S.W.
Atlanta, Georgia 30310

Program Director: Naomi S. Finke

Administering Agency: Atlanta University Center

Source of Funds: Public and Private

Year Commenced: August 1973

Interns/Fellows per Year: 5 Interns - 5 Fellows

Objectives of Program: The Atlanta Fellows and Interns Program is designed to make academic resources more accessible to city government and relate curricula, teaching and research to contemporary urban needs.

With a grant from the Carnegie Corporation of New York to the Atlanta University Center, the special resources of the schools and the vitality of the new city administration will be brought together in a formal relationship. Talented individuals will bring their own perspective, expertise and experience to the task of policy-formation and city management. Students will have new and expanded opportunities for studying and being involved in the processes of city government.

Program Design (Duration, Internship, Educational Component): Basic to the objectives of the Atlanta Fellows and Intern Program is a carefully developed series of seminars bringing Fellows, Interns and Faculty together.

Fellows must be willing to be available at all times as a resource to the faculty of the Center and the students and to participate in the total program.

This is an especially valuable training ground for the young people of Atlanta's strong black community. They will gain the experience, sensitivity and skill to play their increasingly important role in decision making in the city.

A second very important part of the program will be frequent high level meetings held during the year between Fellows and city, state and county officials and prestigious resource people from outside Atlanta.

Research and analysis in various academic disciplines will be used to arrive at solutions to social and environmental problems. The Academic Policy Committee will provide integration, guidance and over-sight for the programs. The committee consists of Atlanta University Center faculty members.

The duration of the program is one year; the first Fellows will be placed January 1.

Scope of Placement: Placed in various departments and bureaus of city government and within the office of Mayor. Fellows will work directly with

city commissioners and top professionals on the Mayor's staff for required one year period.

Scope of Recruitment: Nation-wide

Recruitment Strategies: Preference will be given to applicants who have demonstrated exceptional ability and leadership capacity and who have exhibited outstanding potential for development.

Screening and Selection (Procedures and Timetable): The program is primarily of interest to persons with backgrounds in management, urban affairs, public policy and technology; the selection committee will consider applicants who have demonstrated a high degree of competence in other fields which can be successfully applied to city government. No applications will be accepted from federal employees.

Fellows will be chosen in a national competition conducted by a six member Selection Committee composed of individuals from the Atlanta University Center, officials of the Atlanta city government and the Atlanta community.

Applications must be submitted by September 1. Fellows will be notified of their appointments by October 15.

Admission Requirements:

Age: 25-35
Education: --
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: A letter of interest, stating goals and reasons for desiring to participate in the Atlanta Fellows and Interns Program must be sent to the Atlanta University Center. If the letter of interest is accepted, application materials will be sent.

Remuneration and Stipend: Up to $20,000 per year, based on previous education, experience and salary, plus a relocation allowance.

Obligations Upon Completion of Program: --

BUSH LEADERSHIP FELLOWS PROGRAM

Address and Phone Number: P.O. Box 15125
Minneapolis, Minn. 55415
(612) 227-0891 - St. Paul
(612) 926-0948 - Minneapolis

Program Director: Donald Peddie

Administering Agency: The Bush Foundation, St. Paul, Minn. 55101

Source of Funds: The Bush Foundation

Year Commenced: 1965

Interns/Fellows per Year: 12 academic year awards (4-18 months)
20-25 summer month awards (3-10 weeks)

Objectives of Program: To provide combination of enriched academic-internship experience in mid-career so as to groom promising individuals for high level leadership throughout our geographic area in a variety of fields -- business law, law enforcement, government, social services, divinity, trade unionism, journalism or in the administration of education, health or arts organizations.

Program Design (Duration, Internship, Educational Component): Award lengths tailored to meet individual goals and availabilities, combination of academic and internship program preferred. Some awards made for academic term only, non-degree basis usually preferred.

Each Fellow will be expected to pursue a well-structured - though often nondegree - academic program at a leading college or university for up to nine months. At the completion of the academic program, the Fellow must re-submit to the Program Director a plan for a period of temporary employment in an internship with a leader or mentor in business, government or in one of the other mentioned professions. A high-level reporting relationship will be stressed during the internships which are approved.

Scope of Placement: National

Sponsors/Mentors: Varies by field

Scope of Recruitment: Within our district, currently 3-1/2 states (i.e. Minnesota, North Dakota, South Dakota, and northern part of Wisconsin).

Recruitment Strategies: Newsletter (bi-monthly), newspaper advertisements, direct mailings (key lists), referrals by alumni, community organizations.

Screening and Selection (Procedures and Timetable):

Formal application	September-January
Referral checks	January
Personal interviews	January-February
Live-in finalist seminar	February

Admission Requirements:

Age: 28-50
Education: No stipulation
Occupation: Arts, business, education, government, journalism, law, theology, trade unionism, etc.
Geographical, Ethnic or other Preferences: 9th Federal Reserve District only; management oriented or administrative type individual programs preferred.
Other Criteria: Emphasis upon work progress to date of application. Award use within the United States.

Remuneration and Stipend: $1500 per month, 50% of tuition expense, small moving allowance.

Obligations Upon Completion of Program: None

CONGRESSIONAL FELLOWSHIP PROGRAM

Address and Phone Number: 1527 New Hampshire Avenue, N.W.
Washington, D.C. 20036
(202) 483-2512

Program Director: Thomas E. Mann

Administering Agency: American Political Science Association

Source of Funds: Numerous foundations and corporations including Poynter Fund, IBM, EXXON, Rockefeller Brothers Fund, Earhart Foundation, Upjohn, Merck and others; affiliate Fellows supported by U.S. Civil Service Commission, Asia Foundation, Commonwealth Fund, and Robert Wood Johnson Foundation.

Year Commenced: 1953

Interns/Fellows per Year: Varies (49 in 1974-75)

Objectives of Program: To afford political scientists, journalists, federal civil servants, medical faculty and others an opportunity to acquire a rich understanding of the national legislative process.

Program Design (Duration, Internship, Educational Component): One-month orientation period followed by numerous conferences with Members of Congress and others during the remainder of the year.

Nine months working as a full-time aide to members of the House and Senate, or on the staff of a Congressional Committee (divided equally between the two Houses).

Scope of Placement: Entire Congress, including House and Senate personal offices and committees.

Sponsors/Mentors: None

Scope of Recruitment: National competition for political scientists and journalists; recruitment varies for other participants.

Recruitment Strategies: Announcements to political science departments, newspaper editors, newspaper guilds, and in journals and magazines.

Screening and Selection (Procedures and Timetable): (For political scientists and journalists): Applications due December 1. First screening by committee in Washington by February 1. Regional interviews for finalists by March 1. Final selection by March 15.

Admission Requirements:

Age: For political scientists: completion of Ph.D. within the last ten years (or near completion).

Education: For journalists: Bachelor's degree and between two and ten years of professional experience in newspaper, magazine, radio or television reporting.

Occupation: --
Geographical, Ethnic or other Preferences: Applications from minority political scientists and journalists encouraged.
Other Criteria: --

Remuneration and Stipend: $7,500. Upward adjustments made on the basis of number of children.

Obligations Upon Completion of Program: Submission of reports on House and Senate assignments.

CONGRESSIONAL INTERNSHIPS IN TECHNOLOGY ASSESSMENT

Address and Phone Number: Department of Engineering-Economic Systems
Stanford University
Stanford, California 94305
(415) 497-3080 or 497-4169

Program Director: John I. McAlister, Jr.

Administering Agency: Department of Engineering-Economic Systems

Source of Funds: The Ford Foundation

Year Commenced: 1974

Interns/Fellows per Year: 3

Objectives of Program: The Congressional Internship in Technology Assessment is designated to provide legislative experience for advanced graduate students having strong technological backgrounds. The interns will be assigned to the personal staffs of three to four members of the Technology Assessment Board and will work in conjunction with their permanent staff member assigned as liaison to the Office of Technology Assessment.

Program Design (Duration, Internship, Educational Component): One year internship. Interns will be selected from among the advanced graduate students of the Department of Engineering-Economic Systems, will be in their late twenties and early thirties, will have completed all of the graduate coursework, and will have their dissertations (doctoral) in various stages of preparation.

Scope of Placement: Senators or Congressmen of the Technology Assessment Board, United States Congress.

Sponsors/Mentors: Technology Assessment Board, Office of Technology Assessment.

Scope of Recruitment: At present, limited to advanced doctoral students of the Engineering-Economic Systems Department, Stanford University.

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable): A selection committee chaired by the Department's chairman, Professor William K. Linvill, and composed of five professors of the EES Department made the selections on the basis of a student's demonstrated academic excellence and his aptitude and commitment to the internship. The criteria for the selection of the Congressional Interns include a demonstrated ability in problem formulation, problem-solving, and policy recommendation. In addition, students will also be selected on their ability to convey complex technical information in language that is easily understood by lay audiences.

Admission Requirements:

Age: Late 20's, early 30's.
Education: At advanced Ph.D. level.
Occupation: --
Georgraphical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: Stipend, $875/month; tuition allowance @ $360/ea. and relocation expenses to Washington, D.C.

Obligations Upon Completion of Program: Return to department to complete doctoral dissertation.

CONGRESSIONAL SCIENCE AND ENGINEERING FELLOW PROGRAM

Address and Phone Number: The American Association for the Advancement of Science
1515 Massachusetts Avenue, N.W.
Washington, D.C. 20005
(202) 467-4475

Program Director: Richard A. Scribner

Administering Agency: The American Association for the Advancement of Science (AAAS)

Source of Funds: From the AAAS (internal funds); the Ford Foundation (1974 and 75); the William F. Golden Foundation (1973 and 74); the International Business Machines Corporation (1973); the Milbank Memorial Fund (1973).

Year Commenced: 1973

Interns/Fellows per Year: Six (6) total (1973)/Three (3) from the AAAS; Nine (9) total (1974)/Four (4) from the AAAS.

The program, which was initiated and is centrally coordinated by the AAAS, also involves Fellows selected and funded by several other participating scientific and engineering societies. The criteria for selection and the selection processes and stipends for the participating Fellows are comparable to those of the AAAS.

Objectives of Program: To provide a practical and unique educational experience for trained scientists and engineers in legislative decision-making and policy development.

To develop new avenues and opportunities for competent young scientists and engineers to contribute to good government through public service.

To demonstrate beyond doubt to the governmental and scientific and engineering communities that an important role exists for scientists and engineers in the legislative and policy-making areas.

To facilitate career change, directed toward public service, for trained scientists and engineers by making such public service careers a more viable professional option and thereby bridging the career stratifications and barriers which currently exist between the scientific and engineering professions and the public service professions, and encouraging more people to enter such careers.

The program stresses public service, assistance to the Congress, changing career patterns, and increased understanding of government processes.

Program Design (Duration, Internship, Educational Component): One-year fellowship.
Requirements: A. Period of fellowship to be spent in Washington, D.C. working with an individual congressman or office or committee, or the Office of Technology Assessment.

B. Participation in Orientation, Placement Process, and year-long series of seminars.
C. Completion of interim and final reports regarding the experience.

Structure and Educational Component: A. Two week intensive orientation program.
B. One week interview period/placement process.
C. Series of formal and informal seminars throughout the year (approximately three per month).

Scope of Placement: See Requirements (A) above.

Sponsors/Mentors: Not applicable.

Scope of Recruitment: National; professional, academic, industrial, and personal channels and levels.

Recruitment Strategies:

A. Announcement in national journals and professional magazines (e.g., Science, circ. 160,000).
B. Mailings to top 50 universities (Deans of Graduate Schools and Directors of Placement Offices).
C. Additional mailings to selected individuals (ca. 200) and to general inquiries (ca. 300).

Note: 90 completed applications were received for the 1973-74 year and 92 for the 1974-75 year.

Screening and Selection (Procedures and Timetable): For the 1974 applicants (subject to change for 1975 year):

A. Announcement, January, 1974.
B. Deadline for receipt of applications, letters of reference, and candidate statements, April 5, 1974 (1975 deadline may be earlier).
C. Prescreening of applications to choose the best third of the applicants (prescreening committee includes the director of the program and one member of the Ad Hoc Screening and Selection Committee) complete, April 15, 1974.
D. Screening of application material by the Ad Hoc Committee to determine the fifteen semi-finalists to be interviewed, complete April 19, 1974.
E. Interviews of the finalists with the Selection Committee to choose the finalists; first awardees and alternates, complete May 17, 1974.

Admission Requirements:

Age: Postdoctoral level to mid-career (ca. 28 to 42)
Education: Ph.D. or equivalent in natural and/or social science or engineering.
Occupation: Any occupation consistent with the educational requirement and the selection criteria.
Geographical, Ethnic or other Preferences: U.S. citizen.
Other Criteria: --

Remuneration and Stipend: 1974: $15,000 with no adjustments for experience and dependents. 1975: Expected to be the same as for 1974.

Obligations Upon Completion of Program: Submission of a final report.

CORO FOUNDATION FELLOWS PROGRAM: INTERNSHIPS IN PUBLIC AFFAIRS

Address and Phone Number: Coro Foundation
215 West Fifth Street
Los Angeles, California 90013
(213) 623-1234

Coro Foundation
149 Ninth Street
San Francisco, California 94103
(415) 863-4601

Coro Foundation
4378 Lindell Boulevard
St. Louis, Missouri 63108
(314) 534-5100

Program Director: Michael Y. Roos
Executive Director
Southern California

John R. Greenwood
Director of Training
Southern California

Richard Butrick
Executive Director
Northern California

David L. Sibbet
Director of Training
Northern California

Don Kornblet
Executive Director
Midwestern

Alex Hartley
Director of Training
Midwestern

Administering Agency: Coro Foundation

Source of Funds: Private

Year Commenced: 1947 in San Francisco, 1957 in Los Angeles, 1972 in St. Louis.

Interns/Fellows per year: 36 (12 in three cities)

Objectives of Program: Train for leadership in public affairs through field and group analysis of the personal, social and organizational values and interrelationships of institutions, public and private, converging to form public policy.

Examine and experiment with alternative styles of personal leadership.

Program Design (Duration, Internship, Educational Component): The Coro Fellows Program is a full-time nine-month serial internship with government, business, labor, community, media and political organizations. Plus, there is a group project, individual public service project, Communications Week, and a week in Sacramento, Jefferson City, and Springfield.

There is a joint-Master's Degree Program with Occidental College. Coro Fellows may attend the full-time ten-week Summer Program and earn a Master's in Urban Affairs.

Scope of Placement: Community agencies, media assignments, individual projects, government departments, labor assignments, business assignments, political campaigns.

Sponsors/Mentors: Trustees of the Coro Foundation.

Scope of Recruitment: Nationwide, but particularly oriented to the campus communities in California, Missouri, Illinois, Pennsylvania, New York, Massachusetts, Connecticut, and New Jersey.

Recruitment Strategies: Mailings, Public Service Announcements, Print ads, word-of-mouth, and individual campus referral systems.

Screening and Selection (Procedures and Timetable):

September - December: Recruitment
February 1: Application deadline
March: Final selection
(Dates vary)

Admission Requirements:

Age: 21-35
Education: College education
Occupation: None
Geographical, Ethnic or other Preferences: None
Other Criteria: Must have demonstrated some role in public affairs process.

Remuneration and Stipend: $2500 tuition. Scholarships are awarded on the basis of need. Stipends are available up to $2600.

Obligations Upon Completion of Program: None

COUNCIL ON LIBRARY RESOURCES FELLOWSHIP PROGRAM

Address and Phone Number: Council on Library Resources, Inc.
1 Dupont Circle, Suite 620
Washington, D.C. 20036

Program Director: Louis B. Wright

Administering Agency: Council on Library Resources, Inc.

Source of Funds: Ford Foundation

Year Commenced: 1969

Interns/Fellows per Year: 25 to 30

Objectives of Program: To enable successful applicants (mid-career librarians or other professionals serving the library community) to pursue a self-developed study or research project aimed at improving their competence in the substantive, administrative, and/or technical aspects of librarianship.

Program Design (Duration, Internship, Educational Component): Period of internship/fellowship is from three to nine months. Applicants develop their own programs, including contact with libraries or institutions at which they may wish to intern or conduct research. The fellowships are not intended to support work toward an advanced degree in librarianship, although course work which complements a candidate's program and is outside the normal professional curriculum may be considered.

Scope of Placement: Interns have served with the Newberry Library and with the Association of Research Libraries. Arranged with CLR guidance.

Sponsors/Mentors: (See above)

Scope of Recruitment: The United States and Canada library community.

Recruitment Strategies: Announcements are distributed annually to most of the nation's major libraries. Information is also published in news columns of most library publications.

Screening and Selection (Procedures and Timetable): Applications can be received by writing to the CLR Fellowship Committee. These must be completed and in the hands of the Committee by early November each year. The completed applications are screened by groups of distinguished librarians in December and final selections are made by the Council's Fellowship Committee in February. In reviewing the applications, emphasis will be placed on the thought and care given to the development of the proposed study, investigation, training or internship; its usefulness to the profession as a whole; and on the candidate's professional qualifications.

Admission Requirements:

Age: None (mid-career)
Education: None given
Occupation: Professional librarian, or professional serving the library community.
Georgraphical, Ethnic or other Preferences: U.S. or Canadian citizenship or resident status in either country.
Other Criteria: --

Remuneration and Stipend: The fellowships/internships are intended to cover costs during a period of continuous leave from three to nine months. They do not cover salary but are for expenses incident to the proposed program. (Range: $1,000 - $6,000.)

Obligations Upon Completion of Program: A final report must be submitted to the Council--though CLR Fellows retain full rights to the results of their programs and are encouraged to seek publication of their final reports and to write articles and make professional presentations based on their findings.

THE DIUGUID FELLOWSHIPS PROGRAM

Address and Phone Number: 795 Peachtree Street, N.E., Suite 484
Atlanta, Georgia 30308
(404) 874-4891

Program Director: Dr. S. M. Nabrit

Administering Agency: The Southern Fellowships Fund

Source of Funds: Bequest to the Council of Southern Universities by the Diuguid sisters of Lynchburg, Virginia.

Year Commenced: 1970

Interns/Fellows per Year: 5 to 8 or 9

Objectives of Program: Designed for women whose career and professional goals have been deferred because of marriage or other reasons. The fellowships make funds available for 1 year of intensive re-training or concentrated study (of their choice) on a full-time or part-time basis.

Program Design (Duration, Internship, Education Component): Fellowships are for one year of formal study, internship, or independent efforts that can benefit participants directly in pursuit of significant careers.

Scope of Placement: --

Sponsors/Mentors: --

Scope of Recruitment: Distribution of brochures to various organizations.

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable): Fellowship will be awarded in response to a detailed proposal for 12 months of academic study. A selection committee will evaluate the year successfully and the contribution the planned activity promises to make to the development of her career. Past academic achievement is considered less important than prospects for a future career.

Deadline for filing applications is December 1. Announcement of awards will be made February 1.

Admission Requirements:

Age: 21 or older
Education: --
Geographical, Ethnic or other Preferences: No racial restrictions. Must reside in Southern region of the country.
Other Criteria: Must demonstrate financial need of the assistance.

Remuneration and Stipend: From $3,500 to $6,000 a year, depending upon needs of the recipient.

Obligations Upon Completion of Program: None

DRUG ABUSE COUNCIL FELLOWS PROGRAM

Address and Phone Number: 1828 L Street, N.W.
Suite 1201
Washington, D.C. 20036
(202) 785-5200

Program Director: Jose de la Isla

Administering Agency: Drug Abuse Council, Inc.

Source of Funds: Ford Foundation, the Carnegie Corporation, the Commonwealth Fund, the Henry J. Kaiser Family Foundation, and the Equitable Life Assurance Society of the United States.

Year Commenced: 1972

Interns/Fellows per Year: 5 - 7

Objectives of Program: This program is designed to improve the quality of research and analysis in the field and to stimulate consideration of drug abuse issues in academic and professional and government circles from an interdisciplinary perspective.

Program Design (Duration, Internship, Educational Component): One year. The Fellows carry out projects related to Drug Abuse by conducting Seminars and Colloquia and by interacting with the staff of the D.A.C. in the course of the fellowship term.

Scope of Placement: --

Sponsors/Mentors: --

Scope of Recruitment: National (recruit within city, state and federal government, universities and private industry, as well as through professional organizations.

Recruitment Strategies: A recruitment letter is sent in early September to over 500 individuals in various disciplines, which initiates the recruitment process. The recipients of this letter may either nominate an individual(s) he feels is a strong candidate for the program or may ask to be considered for the program himself. The nominee is notified of the nomination and is free to accept or withdraw at this point. Any individual may apply to the program without a nomination.

Screening and Selection (Procedures and Timetable):

RECRUITMENT: (September to December) - Each applicant is requested to submit an official application, a resume, a list of publications, copy (ies) of publication(s), and a project proposal that explains the reason for applying for the fellowship and the work that will be pursued.

REVIEW & EVALUATION: (January) - Each applicant file is reviewed to assure its completion; a synopsis is written as to the individual's proposal.

SELECTION: (February) - A Selection Committee outside the DAC staff reviews each file and synopses and makes his recommendation as to preferred candidates. Selected individuals are contacted and negotiations begin as to salary and to project work.

ANNOUNCEMENT: (March) - The DAC announces the Fellow selections in March by letter.

Admission Requirements: There are no admission requirements per se other than those mentioned above. However, the level of functioning is assumed to be post-graduate. The program attempts to attract some of the established and new professional research and analytical talent concerned with drug abuse policy.

Remuneration and Stipend: Fellowship is negotiable based on applicant's experience and present salary.

Obligations Upon Completion of Program: Each Fellow agrees to abide by the prospectus used for his/her selection.

H.E.W. FELLOWS PROGRAM

Address and Phone Number: Room B412 Buz. Pt. Building
330 Independence Avenue, S.W.
Washington, D.C. 20201

Program Director: Dr. Frances M. Mazique

Administering Agency: U.S. Department of Health, Education and Welfare

Source of Funds: H.E.W. - Government

Year Commenced: 1969

Interns/Fellows per Year: 10 Fellows per year

Objectives of Program: (1) To provide one year assignments for professional personnel, largely from outside of government; (2) to develop resource persons for top-level positions with government; (3) to attract capable candidates into middle management assignments.

Program Design (Duration, Internship, Educational Component): Assigned as special assistants to key officials in the Office of the Secretary and in the offices of the agencies within H.E.W.; participate in management workshops, discussions, lectures, seminars, and staff meetings related to their host sector. Limited travel assignments.

Scope of Placement: Meaningful assignments at the Mid-Career level.

Sponsors/Mentors: The Office of the Secretary/Under Secretary, Assistant Secretaries and Agency Directors.

Scope of Recruitment: Throughout the U.S. and territories.

Recruitment Strategies: Community and Civic organizations, recruitment programs and listings, graduate schools and Congressional Personnel.

Screening and Selection (Procedures and Timetable): Applications submitted between December 1 and April 30. They are reviewed for educational background and quality of work experience. Thirty highly qualified applicants are identified as semi-finalists, they are invited to Washington, D.C., all expenses paid, for interviews before a fifteen member panel. The panel members score them individually. The ten with the highest scores are identified as the H.E.W. Fellows.

Admission Requirements:

Age: At least 25 years of age.
Education: Minimum of undergraduate, degree or five years work experience with at least two of those years in a supervisory or administrative position.
Occupation: No set occupation.
Geographical, Ethnic or other Preferences: No set geographical boundary within the U.S.
Other Criteria: Must be a U.S. citizen, applicants must qualify from a minimum GS grade 11 through GS-15.

Remuneration and Stipend: Applicant must qualify from a minimum GS-11 through GS-15.

Obligations Upon Completion of Program: The Fellow has no further obligation to the government after the years' assignment is up. The Fellow is not committed to a permanent position in government.

JUDICIAL FELLOWS PROGRAM

Address and Phone Number: Suite 4
Supreme Court of the United States
Washington, D.C. 20543
(202) 393-1640, Ext. 413

Administering Agency: National Academy of Public Administration Foundation, 1220 Connecticut Avenue, N.W., Washington, D.C. 20036.

Source of Funds: American Bar Endowment, Ford Foundation, and Edna McConnell Clark Foundation.

Year Commenced: 1973

Interns/Fellows per Year: Two

Objectives of Program: Chief Justice Burger described the purpose of the program in July 1973: "The program is directed toward attracting talented young people who will not only make a contribution during their year as Judicial Fellows, but who will continue to make a contribution to judicial modernization in future years. Some may do this through careers in judicial planning and management, while those who pursue careers outside the judiciary can help the general public to understand the nature and needs of the judicial system."

Program Design (Duration, Internship, Education Component): One year (normally September 1 - August 31). Fellows work closely with officials at the Federal Judicial Center, the Administrative Office of the U.S. Courts, and the Office of the Administrative Assistant to the Chief Justice. Fellows study and do research in the area of judicial administration and are involved in a wide range of participant-observer activities bearing on the administration of the federal and state court systems.

Scope of Placement: --

Sponsors/Mentors: --

Scope of Recruitment: --

Recruitment Strategies: Program materials are mailed annually to schools of law, business, and public administration, as well as political science departments that offer graduate degrees. Professional organizations which have publicized the program through their journals or newsletters include the American Bar Association, American Judicature Society, American Political Science Association, American Society for Public Administration, Council of Graduate Schools in the U.S., Institute for Court Management, and Law and Society Association.

Screening and Selection (Procedures and Timetable): Application deadline for the 1975-76 fellowship year is December 1, 1974. The Judicial Fellows Commission, chaired by retired Supreme Court Justice Tom C. Clark, is involved in all stages of the screening and selection process. It is anticipated that notification of recipients of fellowships will be sometime in March 1975.

Admission Requirements: The keen competition for Judicial Fellowships makes some self-screening advisable. Candidates should be no more than 36 years of age, have one or more post-graduate degrees, and at least two years of professional experience. Selection criteria include a distinguished academic record, writing ability, productivity, interpersonal competence, confidentiality, multi-disciplinary education and/or experience, and familiarity with and commitment to judicial modernization.

Remuneration and Stipend: $12,500 to $25,000 depending on the qualifications and present salary of the Fellow.

Obligations Upon Completion of Program: --

LEADERSHIP DEVELOPMENT PROGRAM

Address and Phone Number: 809 First National Bank Building, East
5301 Central Avenue, N.E.
Albuquerque, New Mexico 87108
(505) 266-6850

Mr. K. Z. Chavis
Leadership Development Program
52 Fairlie Street, N.W.
Atlanta, Georgia 30303

Program Director: David H. Grant

Adminstering Agency: Center for Community Change, Washington, D.C.

Source of Funds: Ford Foundation

Year Commenced: 1967

Interns/Fellows per Year: 20

Objectives of Program: To develop leadership potential among young educators and others in educationally-related positions in the rural (-20,000 pop.) areas of the Southwest.

Program Design (Duration, Internship, Educational Component):

1 year: September - August
Four + internships with social development, community action, or State or Federal agencies throughout the country.
No educational component; program not academically oriented.

Scope of Placement: Nationwide

Sponsors/Mentors: None

Scope of Recruitment: South and West Texas, Southern Colorado, Arizona, and New Mexico.

Recruitment Strategies: Distribution annually of 2,000 descriptive program announcements to all elementary and secondary schools in the region.

Screening and Selection (Procedures and Timetable):

Applications received in fall and winter.
Selection Committee screening (interviews) in spring.
Programming and budgeting in summer.
Fellowship begins in fall.

Admission Requirements:

Age: 25-35
Education: --
Occupation: Educationally-related position
Geographical, Ethnic or other Preferences: Rural communities in South and West Texas, South Colorado, Arizona, and New Mexico.
Other Criteria: Leadership potential and commitment to community.

Remuneration and Stipend: Current salary plus program expenses.

Obligations Upon Completion of Program: Moral obligation to return to community for at least two years.

NASPAA PUBLIC ADMINISTRATION FELLOWS PROGRAM

Address and Phone Number: 1220 Connecticut AVenue, N.W.
Washington, D.C. 20036
(202) 785-3260

Program Director: Don M. Blandin

Administering Agency: National Association of Schools of Public Affairs and Administration

Source of Funds: Participating Agencies in the Executive Branch of the Federal Government. Compensation is determined for each Fellow according to experience and educational background.

Year Commenced: 1967

Interns/Fellows per Year: 16

Objectives of Program: Designed to enhance understanding of the public policy process and the relation between theory and practice in government, provides policy level government positions in the Executive Branch of the Federal Government to college and university faculty teaching in the field of public administration and other supportive public policy areas.

Program Design (Duration, Internship, Educational Component): Appointments are from 9 months to one year, generally beginning in early September. Fellows perform a variety of staff services, such as program evaluation and planning; policy analysis and formulation; systems development; budgeting; planning management; and personnel analysis. Series of activities arranged for the collective and individual interests of Fellows, coordinated by NASPAA Staff.

Scope of Placement: Washington, D.C.

Sponsors/Mentors: Each Fellow is assigned to an agency supervisor selected by the participating agency.

Scope of Recruitment: Nationwide

Recruitment Strategies: Applicants recruited nationally by using special mailers, national publications, etc.

Screening & Selection (Procedures and Timetable): Policy and Selection Committee for program reviews applications and selects candidates for Fellowships in early January. Individual is designated a NASPAA Fellow upon placement with Federal Government Agency. The U.S. Civil Service Commission assists in placement.

Admission Requirements:

Age: 28 - 42
Education: Ph.D.
Occupation: College or university faculty member teaching in public administration and related public policy field.
Geographical, Ethnic or other Preferences: --
Other Criteria: Applicants should demonstrate a clear commitment to teaching careers and have no previous full-time government service.

Remuneration and Stipend: --

Obligations Upon Completion of Program: --

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION/NATIONAL RESEARCH COUNCIL RESIDENT RESEARCH ASSOCIATESHIPS

Address and Phone Number: Associateship Office (JH 606)
National Research Council
2101 Constitution Avenue, N.W.
Washington, D.C. 20418

Program Director: Dr. Thomas Curry, Program Administrator

Administering Agency: National Research Council of the National Academy of Science and National Academy of Engineering jointly with National Aeronautics and Space Administration.

Source of Funds: National Aeronautics and Space Administration contract with the National Research Council.

Year Commenced: --

Associates per Year: 280 to 300 NASA-wide with approximately 70 at Goddard Space Flight Center.

Objectives of Program:

A. To provide postdoctoral scientists and engineers of unusual promise and ability opportunities for research on problems largely of their own choice, and

B. To contribute to the general research effort of the Federal laboratories.

Program Design (Duration, Internship, Educational Component): Associates are typically appointed for one year, but there are provisions for the granting of extensions under certain conditions.

The program provides associates the opportunity to use NASA facilities to persue independent program-related research. Associates will have the status of visiting scientists or engineers but will be subject to the general working conditions of the laboratory. The Center will provide the necessary support services, facilities, and equipment for the approved program of the associate. There is no formal educational component to this program.

Scope of Placement: Associates are placed in any area of the organization appropriate to their chosen field of research.

Sponsors/Mentors: Associates are paired with a senior technical manager at Goddard Space Flight Center who is an expert in the chosen field of research. While associates are selected by NRC, mentors are selected by Goddard Space Flight Center.

Scope of Recruitment: National Aeronautics and Space Administration and the National Research Council make broad distribution of program brochures through various academic and professional lists.

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable): All applications are directed to the National Research Council who in turn refers them to the appropriate NASA area for evaluation of the research projects. Goddard Space Flight Center approves or disapproves research proposals and the National Research Council selects the final awardees from among applicants with approved research proposals. The National Research Council evaluation board meets three times a year, and tenure of an associateship is normally expected to begin within 6 months of appointment.

Admission Requirements: Applicants can be either U.S. Citizens or foreign nationals (with valid Exchange Visitor or Immigrant Visas) with a reasonable command of English. Applicants must produce evidence of training represented by the Ph.D. or Sc.D. or other research doctoral degree in any discipline, or combination of disciplines, which prepares him to undertake a significant research problem in NASA program-related fields. Qualified applicants will receive consideration without regard to race, creed, color, sex, or national origin.

Remuneration and Stipend: Basic stipend of $14,000/year with a suitable travel grant determined for each awardee. It is expected that the Associate will devote his effort entirely to the research project. No additional monetary aid may be accepted from another appointment, fellowship, or similar grant during the period of the Associateship.

Obligations Upon Completion of Program: A final report will be submitted to the National Research Council. There are no other obligations, no commitment on the part of either the Associate or the Agency with regard to later employment is implied by the offer or acceptance of an award.

NRC POSTDOCTORAL ASSOCIATESHIP PROGRAMS (NATIONAL RESEARCH COUNCIL)

Address and Phone Number: Associateship Office JH 606
National Research Council
2101 Constitution Avenue, N.W.
Washington, D.C. 20418

Program Director: R. W. Kinney

Administering Agency: National Research Council

Source of Funds: Participating federal agencies

Year Commenced: 1958

Interns/Fellows per Year: 250 or more

Objectives of Program: To provide opportunities for basic and applied research to postdoctoral and senior postdoctoral scientists and engineers of unusual ability and promise. Appointments are awarded on a competitive basis.

Program Design (Duration, Internship, Educational Component): Appointments are for one year; under certain conditions they may be renewed for an additional year.

Scope of Placement: Participating federal research laboratories - contact Associateship Office for current information

Sponsors/Mentors: National Research Council and federal agencies

Scope of Recruitment: Postdoctoral scientists and engineers

Recruitment Strategies: Competitive awards

Screening and Selection (Procedures and Timetable): Annual Review in February. Application deadline January 15 - except NASA. Three NASA Reviews - application deadline January 15, May 15, and September 15 for awards to be made in March, July, and November, respectively.

Admission Requirements:

Age: None
Education: Doctoral degree
Occupation: Science/engineering
Geographical, Ethnic or other Preferences: None
Other Criteria: Competitive evaluation

Remuneration and stipend: Contact Associateship Office for current information.

Obligations Upon Completion of Program: None

NATIONAL URBAN FELLOWS

Address and Phone Number: P. O. Box 1475
New Haven, Connecticut 06506
(203) 624-5168

Program Director: Frank Logue

Administering Agency: Transition anticipated from administration by National League of Cities/U.S. Conference of Mayors, Inc., to National Urban Fellows, Inc., a non-profit corporation.

Source of Funds: Participating cities, Ford Foundation, Lilly Endowment, Inc., Aetna Life & Casualty.

Year Commenced: 1969

Interns/Fellows per Year: 20 - 25

Objectives of Program: Designed to meet the need for competent, experienced local and state government administrators, particularly women and members of minority groups, by providing academic and on-the-job experience.

Program Design (Duration, Internship, Education Component):

Length: One year
Academic: Summer session at Yale University; course work includes public management and public finance; optional 10 week semester at end of fellowship year at Occidental College, leading to Master of Arts in Urban Studies.
Internship: Nine month full-time assignment as special assistant to an outstanding urban administrator.

Scope of Placement: Nationwide

Sponsors/Mentors: Mayors, City Managers, county executives, agency heads, federal agency executives.

Scope of Recruitment: Nationwide

Recruitment Strategies: Announcements in newspapers in the 300 largest metropolitan areas in the U.S.; minority media, urban journals, former and current Fellows and Mentors.

Screening and Selection (Procedures and Timetable): Application materials sent out on request. Completed applications pre-screened by staff; applications meeting standards are screened by a panel which selects 50 - 60 applicants for final interview. Finalists are evaluated by group and individual interviews and 20 - 25 selected as Fellows.

Timetable:

Filing Applications	December 1 - March 1
Screening	Third week of March
Final Interviews	First two weeks of April
Selection	May 1

Admission Requirements:

Age: 24 - 39
Education: Bachelor's degree or, in exceptional cases, equivalent experience.
Occupation: Any, but at least two years full-time employment, preferably administrative.
Georgraphical, Ethnic or other Preferences: Recruiting targeted to, but not limited to, women and minorities: Black, Mexican-American, Puerto Rican, Native American and Oriental.
Other Criteria: U.S. Citizen, demonstrated exceptional ability, leadership potential and commitment to solution of urban problems.

Remuneration and Stipend: Fellows compensated at rate of previous employment as of December 1st of year of application up to a ceiling of $15,000.

Obligations Upon Completion of Program: None - Graduates assisted in obtaining administrative positions in local or state government.

PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS

Address and Phone Number: 1900 E Street, N.W., Room 1308
Washington, D.C. 20415
(202) 382-4661

Program Director: Bruce H. Hasenkamp

Administering Agency: President's Commission on White House Fellowships

Source of Funds: Fellows' salaries are paid by agencies; the educational program is funded by the private sector.

Year Commenced: 1964

Interns/Fellows per Year: Maximum of 20

Objectives of Program: To provide gifted and highly motivated young Americans with some firsthand experience in the process of governing the Nation and a sense of personal involvement in the leadership of the society.

Program Design (Duration, Internship, Educational Component):

Duration: 1 year, September 1 to September 1.

Internship: Fellows are assigned to White House staff members, the Vice President, and to members of the Cabinet. The actual nature of the assignment will vary with the particular talents and interests of the Fellows.

Education Program: The Fellows participate in a series of meetings, usually held twice weekly, that are off-the-record discussions with prominent representatives from both the public and private sector.

Scope of Placement: Assigned to White House staff members, the Vice President, and to members of the Cabinet.

Sponsors/Mentors: The program was suggested by John W. Gardner; its creation was announced by President Lyndon B. Johnson in 1964.

Scope of Recuirtment: As wide as possible: lawyers, scientists, engineers, corporate business executives and independent entrepreneurs, scholars and academic Administrators, writers and journalists, medical doctors, social workers, architects, and local public officials.

Recruitment Strategies: Newspaper and magazine articles. Letters signed by leaders of the above professional groups to appropriate addressees.

Screening and Selection (Procedures and Timetable): 1975 Selection Procedures Calendar listed on front of application form. Application period for 1975-76 class: August 1, 1974 - December 2, 1974.

Admission Requirements:

Age: 23 years old but not 36 by September 1 of the year selected.
Education: No specific educational requirements.
Occupation: No specific occupational requirements.
Geographical, Ethnic or other Preferences: Must be a citizen of the U.S. No employees of the Executive Branch of the Federal Government are eligible, with the exception of career military personnel of the Armed Services.
Other Criteria: Leadership, intellectual and professional ability, and a commitment to community and Nation are broad criteria.

Remuneration and Stipend: Government salaries ranging up to $30,147 are paid during the year, commensurate with qualifications and experience.

Obligations Upon Completion of Program: None

ROBERT WOOD JOHNSON HEALTH POLICY FELLOWSHIP PROGRAM

Address and Phone Number: Institute of Medicine,
National Academy of Sciences
2101 Constitution Avenue, N.W.
Washington, D.C. 20418
(202) 389-6825

Program Director: Richard L. Seggel

Administering Agency: Institute of Medicine, in cooperation with the American Political Science Association

Source of Funds: Robert Wood Johnson Foundation

Year Commenced: 1973-74

Interns/Fellows per Year: Six

Objectives of Program: Provide outstanding mid-career health professionals working in academic settings with a better understanding of the major issues in health policy and a knowledge of how federal health policies and programs are established in the United States.

Program Design (Duration, Internship, Educational Component): The program covers one year beginning in September and requires residence in the Washington area. It begins in September with a six to eight week period of orientation arranged by the Institute of Medicine to familiarize the Fellows with the Federal health agencies, the congressional committees responsible for health affairs and the health interest groups and with their views on health policy problems and issues.

Following this period, the Fellows move into the schedule of the American Political Science Association's Congressional Fellowship Program. This includes full-time working assignments for a period of 9 months in Congress. These are supplemented by seminars and group discussions on health arranged by the Institute of Medicine. Background reading is prescribed. Each Fellow is encouraged to submit one or more written reports on selected subjects during the course of the year and required to submit a written evaluation of the program upon completion of the fellowship.

Scope of Placement: The Fellows will be assigned to offices of Senators and Congressmen who are active in health affairs. Four and a half months are spent in each House.

Sponsors/Mentors:

Health Policy Fellowship Board - Dr. Ivan L. Bennett, Jr., Chairman
Program Director, Institute of Medicine - Mr. Richard L. Seggel
Director of Congressional Fellowship Program, American Political Science Association - Dr. Thomas Mann

Scope of Recruitment: Fellows are selected on a competitive basis from nominations by academic health science centers and other institutions with medical schools throughout the United States.

Recruitment Strategies: Major reliance is placed on the institution in the selection process. Each eligible institution is asked to screen all interested and qualified candidates within its jurisdiction and send the nomination of one to the Institute of Medicine.

Screening and Selection (Procedures and Timetable): Each nomination must be accompanied by a letter from the nominee explaining how the fellowship would be useful in his or her career development, a letter from the institution evaluating the candidates qualifications and explaining the institution's plan for utilizing the experience and training to be gained by the Fellow, the nominee's CV, and three references who have knowledge of the nominee's qualifications.

Each nomination will be initially screened by the Institute's Health Policy Fellowship Board on the basis of the required documentation. Twelve to fifteen finalists are selected and invited to come to Washington for interviews by the Board.

All nominations are due at the Institute of Medicine in mid-December. Finalists are selected in January. The Fellowships are awarded in March.

Admission Requirements:

Age: Although no firm age bracket is specified, it is anticipated that candidates will generally be age 30 to 40. They must be faculty members at the mid-career stage.

Education: They must have completed all of their basic education and training and had some faculty experience.

Occupation: The program is open to all health professional faculty members in all eligible institutions. These include physicians, dentists, nurses, and members of other health professions and faculty trained in the social sciences.

Geographical, Ethnic or other Preferences: None

Other Criteria: Records of professional achievement and potential for professional growth and exercising leadership and influencing policy in an academic or governmental setting, demonstrable interest in public affairs, substantial qualities of social awareness, ability to adapt to complex circumstances and work cooperatively with people of diverse backgrounds and experiences.

Remuneration and Stipend: Stipends will equal the salary paid them by the institution, not to exceed $30,000. Fringe benefit arrangements will be continued.

Obligations Upon Completion of Program: Generally to return to the academic institution. Institutions must provide a statement of assurance that the nominee will have an appropriate academic position upon completion of his or her fellowship.

ROCKEFELLER FOUNDATION TRAINING FELLOWSHIP

Address and Phone Number: Secretary of Grants Committee
The Metropolitan Museum of Art
New York, New York 10028

Program Director: Ada Ciniglio, Coordinator

Administering Agency: The Metropolitan Museum of Art

Source of Funds: Rockefeller Foundation

Year Commenced: 1973

Interns/Fellows per Year: 6 or 7

Objectives of Program: To train persons just entering the field of museum education and persons already in the field who wish to undertake further directed study.

Program Design (Duration, Internship, Educational Component): The program lasts for one year. During that time the Fellows attend lectures, participate in symposiums and work on projects here at the Metropolitan, and at other smaller institutions. They have available to them at the Metropolitan facilities and staff to aid research in administration, fund raising, registration, gallery lecturing, and connoisseurship, as well as museum education.

Scope of Placement: All Fellows who participated in the first year of the program (1973-74) have been placed in museum positions.

Sponsors/Mentors: Not applicable

Scope of Recruitment: Throughout U.S.A.

Recruitment Strategies: The Rockefeller Foundation Training Fellowship is listed with all of the Metropolitan's fellowships on a flyer that is distributed to universities, museums and community centers throughout the country.

Screening and Selection (Procedures and Timetable): Application is made by letter to the Secretary of the Grants Committee. Application must include full curricular vitae, 3 letters of recommendation, and a statement of the applicant's conception of the role of museum education and their personal reasons for pursuing a career in this field. Selections are made by the Grants Committee. Applicants whose candidacy passes the preliminary screening (the typewritten application) may be required to come for personal interviews. Applications are due February 20, 1975, and the recipients will be informed by April 15, 1975.

Admission Requirements:

Age: Not applicable
Education: Applicants should have at least the bachelor's degree, but applications will be considered from persons whose ability and experience can be regarded as equivalent to the academic degree.
Occupation: --
Geographical, Ethnic or other Preferences: For U.S. citizens only
Other Criteria: --

Remuneration and Stipend: A living stipend plus funds for travel and research.

Obligations Upon Completion of Program: Documentation of all projects and an evaluation of the program at the end of the year.

ROCKEFELLER HUMAN RESOURCES INTERN TRAINING PROGRAM

Address and Phone Number: Rockefeller Foundation
111 West 50th Street
New York, New York 10020

Program Director: Dr. Charles H. Smith

Administering Agency: Rockefeller Foundation

Source of Funds: Rockefeller Foundation

Year Commenced: --

Interns/Fellows per Year: A small group

Objectives of Program: To provide dedicated, committed and able resource administrators with the kind of training that will assist them in becoming better administrators and better developers of comprehensive programs more adequately focused on total constituency needs.

Program Design (Duration, Internship, Educational Component): Participants will be assigned to key administrators in federal agencies (Department of Health, Education and Welfare, Department of Labor, and Department of Housing and Urban Development. They will spend a minimum of two months in each of the agencies learning as much as they can absorb about the nature of administration, regulations, legislative intent, monitoring and implementation of the many programs. They will also spend about two months in a state agency and about two months in a municipal agency as an intern. They will attend monthly seminars which will assist them in analyzing their experiences and their programmatic implications -- a full year's experience.

Scope of Placement: --

Sponsors/Mentors: --

Scope of Recruitment: Nationwide

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable): --

Admission Requirements:

Age: Between 30-45
Education: Minimum of a B.A. degree
Occupation: Experienced as a manager (administrator of resources, local or regional).
Geographical, Ethnic or other Preferences: --
Other Criteria: Send letter of application and comprehensive resume.

Remuneration and Stipend: The grant will be awarded to the participant's employer for administration. It will include salary, fringes, relocation expenses and travel allowance.

Obligations Upon Completion of Program: --

TRAINING PROGRAM FOR MINORITY-GROUP SCHOOL ADMINISTRATORS AT THE SUPERINTENDENT LEVEL

Address and Phone Number: The Rockefeller Foundation
111 West 50th Street
New York, New York 10020
(212) 265-8100

Program Director: Mr. Bruce E. Williams

Administering Agency: The Rockefeller Foundation

Source of Funds: The Rockefeller Foundation

Year Commenced: 1969

Interns/Fellows per Year: 10

Objectives of Program: To provide in-service training necessary for qualified and experienced minority group administrators to advance to positions of major responsibility in public school systems.

Program Design (Duration, Internship, Educational Component): Ten months. Wholly in-service. Interns spend first half of school year in one city school system and second half in another, assigned to top superintendents in the country.

Scope of Placement: Nationwide

Sponsors/Mentors: Participating urban superintendents of schools and Rockefeller Foundation Consultants.

Scope of Recruitment: Nationwide

Recruitment Strategies: Superintendents Training Program Announcement, grant announcements, word-of-mouth. Superintendents nominate candidates; direct application.

Screening and Selection (Procedures and Timetable): Pre-screening by Rockefeller Foundation staff and consultants. Selection panel of superintendents, program consultants and Foundation staff make final selection in April, for following school year.

Admission Requirements:

Age: 30 - 50
Education: At least M.A. Degree
Occupation: Administrative credentials as a line administrator (principal or supervisor, director of programs, or assistant superintendent.)
Geographical, Ethnic or other Preferences: Minority group member
Other Criteria: Ability to be mobile

Remuneration and Stipend: 10 months actual salary and fringe benefits plus relocation and living expenses.

Obligations Upon Completion of Program: None

VISITING FELLOWSHIP PROGRAM (L.E.A.A.)

Address and Phone Number: National Institute of Law Enforcement and Criminal Justice
Law Enforcement Assistance Administration
U.S. Department of Justice
Washington, D.C. 20530

Program Director: George Bohlinger

Administering Agency: Law Enforcement Assistance Administration

Source of Funds: Federal

Year Commenced: Reactivated 1974

Interns/Fellows per Year: 10-15

Objectives of Program:

1. To provide creative criminal justice and research personnel with the opportunity to conduct worthwhile projects in their areas of interest and expertise.
2. To contribute to the state of knowledge in the criminal justice field through support of innovative fellowship research.

Program Design (Duration, Internship, Educational Component): Initial award for three months to fifteen months; can be renewed for a total period of two years.

Scope of Placement: Senior criminal justice professionals and scholars.

Sponsors/Mentors: --

Scope of Recruitment: Nationwide, criminal justice and academic communities.

Recruitment Strategies: Visiting Fellowship Announcement by direct mailing and to trade journals.

Screening and Selection (Procedures and Timetable): Anticipate deadline of January 1, 1975 for submission of full proposal for 1975 - 76 year.

Admission Requirements:

Age: No age requirement
Education: No education requirement
Occupation: Expect that applicant will have considerable experience in the criminal justice field or related fields.
Geographical, Ethnic or other Preferences: None
Other Criteria: Looking for senior level people

Remuneration and Stipend: Stipends are determined on an individual basis depending on, at the time of award, previous training and experience and such other factors as current salary and expected concurrent sabbatical salary, but will not exceed $36,000.

Obligations Upon Completion of Program: None

WASHINGTON INTERNSHIPS IN EDUCATION

Address and Phone Number: 1001 Connecticut Avenue, N.W.
Suite 310
Washington, D.C. 20036
(202) 223-3415

Program Director: Judith Pitney

Administering Agency: Institute for Educational Leadership of George Washington University

Source of Funds: Ford Foundation

Year Commenced: 1964

Interns/Fellows per Year: 20 - 30

Objectives of Program: Washington Internships in Education gives participants an opportunity to learn about the education policy-making process at the federal and state levels and to become familiar in some depth with the major educational issues being dealt with at these levels.

Program Design (Duration, Internship, Educational Component): The intern is assigned to a public or private agency and participates regularly with fellow interns in an educational component consisting of seminars and field trips.

Scope of Placement: Will be working in Washington, D.C., and in the State capitals of Illinois and Massachusetts.

Sponsors/Mentors: --

Scope of Recruitment: Nationwide

Recruitment Strategies: Booklets, brochures, announcements

Screening and Selection (Procedures and Timetable): Selections made between January and July and the one year internship to begin in September. Applicants should be committed to the improvement of American education in its broadest sense. All bring a variety of background experience to the program -- as teachers, community workers, lawyers, and journalists.

Admission Requirements:

Age: 25 - 40
Education: With a minimum of a Master's degree in any field or an acceptable equivalent
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: Compensation for participants ranges from $9,000 to $15,000, with one fourth tax exempt. Other benefits include travel and moving expenses and a one month vacation.

Obligations Upon Completion of Program: --

WHITNEY M. YOUNG ACADEMIC & INTERN FELLOWSHIP PROGRAM

Address and Phone Number: 795 Peachtree Street, N.E.
Suite 484
Atlanta, Georgia 30308
(404) 874-4891

Program Director: Dr. S. M. Nabrit

Administering Agency: National Fellowships Fund

Source of Funds: The Whitney M. Young, Jr. Memorial Foundation

Year Commenced: 1974

Interns/Fellows per Year: 5 to 11

Objectives of Program: To develop leadership potential for those who can activate social progress by providing training and developmental opportunities in areas of professional service. Two types of fellowships:
(1) Academic Fellowship - awarded to those already demonstrating successful experience in the area of interracial cooperation whose leadership potentials need to be fully developed and refined.
(2) Intern Fellowship - provides young people with an opportunity to learn skills which can best be learned by field experience.

Program Design (Duration, Internship, Educational Component):

(1) Academic Fellowship: initial design of each program will be at the discretion of the individual applicant in consultation with advisors of their own choice, and their proposal for the year will be a major portion of the application.
(2) Intern Fellowship: would involve work with agencies and institutions which have a responsibility for service and/or representing the human need: government agencies, community organizations, labor, business and industry organizations, national or local urban leagues, religious organizations, corporations which have urban affairs and/or equal opportunity programs, U.S., and private foundations.

Fellowships or Internships are for one year only.

Scope of Placement: We do not perform placement service.

Sponsors/Mentors: --

Scope of Recruitment: Distribution of brochures to various organizations.

Recruitment Strategies: --

Screening and Slection (Procedures and Timetable): Calendar for 1975-76 is:

January 31, 1975 - Deadline for Filing Applications
April 15, 1975 - Announcement of Selections
May 10, 1975 - Deadline for Filing Acceptances

Admission Requirements:

Age: No set age
Education: Completed undergraduate degree
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: --

Obligations Upon Completion of Program: --

PROGRAMS

PRE-PROFESSIONAL: GRADUATE, POST-GRADUATE AND.

MANAGEMENT INTERN PROGRAMS

ADMINISTRATIVE INTERNSHIPS IN ALLIED HEALTH EDUCATION

Address and Phone Number: Director of Allied Health Internships
Department of Health Sciences Education & Evaluation
State University of New York at Buffalo
260 Winspear Avenue
Buffalo, New York 14214
(716) 831-4245

Program Director: Dr. Francis Hanavan, Coordinator

Administering Agency: State University of New York at Buffalo

Source of Funds: State Department of Higher Education

Year Commenced: 1969

Interns/Fellows per Year: --

Objectives of Program: This program is a means for developing an administrator who can become a leader in Allied Health. The basic doctoral study lays the conceptual foundation necessary for approaching issues and development in higher education.

Program Design (Duration, Internship, Education Component): The program provides actual placement for a year in supervised administrative positions which can reinforce concepts derived from course work. The year-long internship begins with a pre-internship orientation seminar the summer before placement, followed by an academic year experience somewhere in the United States. Interns may earn up to 12 hours of credit.

Scope of Placement: Nationwide

Sponsors/Mentors: --

Scope of Recruitment: Nationwide

Recruitment Strategies: Bulletins and brochures to various institutional members of State University of New York.

Screening and Selection (Procedures and Timetable): --

Admission Requirements:

Age: --
Education: Pre-doctoral standing
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: A limited number of internships will carry a minimum of $8,000 for one year. Other internships may include a salary and a few may be available to applicants who can afford to pay their own way entirely.

Obligations Upon Completion of Program: --

THE AMERICAN INSTITUTE OF PLANNERS (AIP)

Address and Phone Number: 1776 Massachusetts Avenue, N.W.
Washington, D.C. 20036
(202) 872-0611

Program Director: Jack Linville, Jr., Assistant Executive Director

Administering Agency: The American Institute of Planners

Source of Funds: The American Institute of Planners

Year Commenced: 1972

Interns/Fellows per Year: 4-6 Interns per year

Objectives of Program: The AIP internship program provides students with a working understanding of the full range of policies and activities of the American Institute of Planners. This includes, but is not limited to, involvement in analysis and development of federal legislation relating to planning; developing programs to improve the professional development of planners; and participation in research and administration of specialized Institute program and projects in substantive areas of planning.

Program Design (Duration, Internship, Educational Component): Four interns are hired full time for three months during the summer. Two interns are hired for five to ten hours per week during the remainder of the year.

Scope of Placement: All interns work in the national AIP office.

Sponsors/Mentors: All members of the Institute's professional staff work with every intern.

Scope of Recruitment: Summer Interns are recruited from AIP-recognized planning schools throughout the U.S. and Canada. Part-time Interns (Sept. through May) are recruited from planning programs in the D.C. area.

Recruitment Strategies: Chairpersons of AIP-recognized planning degree programs are asked to recommend one student from their program for an AIP internship.

Screening and Selection (Procedures and Timetable): Students who have been recommended by their department chairperson must submit a resume, a statement explaining why they choose planning as a profession, and a statement defining their research interests. These statements must be received by March 15 of the year the internship is for. Four members of the Institute's professional staff screen and decide on which applicants to select.

Admission Requirements:

Age: No limits
Education: Graduate student in planning degree program
Occupation: Student
Geographical, Ethnic or other Preferences: Open to all
Other Criteria: --

Remuneration and Stipend: $150.00/week in summer

Obligations Upon Completion of Program: No obligation

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ATLANTA URBAN CORPS

Address and Phone Number: Georgia State University
University Plaza,
Atlanta, Georgia 30303
(404) 658-3558

Program Director: Richard W. Padgett

Administering Agency: Georgia State University

Source of Funds: Federal (primarily CWSP), State (primarily George State University), local public and private non-profit agencies and organizations, foundation and private contributions, and private profit-making sector.

Year Commenced: 1969

Interns/Fellows per Year: 600-800 per year (150-200 post-graduates)

Objectives of Program: To provide post-secondary students with meaningful, structured internship positions which will provide them with a learning experience in line with their stated career/academic/personal goals and interests, as well as provide needed services to agencies and organizations in the Metropolitan Atlanta area.

Program Design (Duration, Internship, Educational Component): Internships usually last three months - one year and are tailored to the needs of the students and agencies. Seminars and workshops are offered periodically during the internship, as is on-going counseling by AUC staff members. A Law Internship Project is offered to law students, as is a Medical Internship Project to medical students. This year two other graduate-oriented projects will be developed: (1) Business and Management Internship Project, placing students in business-oriented fields of study within the private profit-making sector in Atlanta; (2) Community Development Internship Project, placing students in urban planning and studies programs in neighborhood planning and organizing associations within Atlanta.

Scope of Placement: Any public or private non-profit agency/organization within the metro-Atlanta area. A selective number of private profit-making businesses and firms are being developed for placement starting in January 1975.

Sponsors/Mentors: --

Scope of Recruitment: Any college or university nation-wide. AUC presently deals with approximately 100 educational institutions. Recruitment is not limited either to Georgia State University or local colleges and universities.

Recruitment Strategies: Mass mailings, extensive telephone contact, personal contact with local campusses, promotional, recruitment and application materials sent to over 1,000 colleges and universities per year.

Screening and Selection (Procedures and Timetable): Applications should be received by AUC at least one month prior to anticipated starting date of internship. Starting dates are flexible, but generally follow the quarterly schedule (summer - June 1st, fall - September 1st, winter-spring - January 1st, spring alone - 2nd or 3rd weeks of March. Application is reviewed by AUC staff and personal interviews with applicants are arranged (interviews with non-local students are arranged with former AUC interns living near applicant, or are conducted by phone with AUC staff member. Applicants for research-oriented internships are required to submit samples of their research along with the regular application.

Admission Requirements:

Age: None
Education: Post-secondary
Occupation: None
Geographical, Ethnic or other Preferences: None
Other Criteria: None, although students eligible to receive federal College Work-Study Program funds have a better chance of being placed.

Remuneration and Stipend: For CWSP students, pay rates are set by financial aid officers on the students' respective campusses and are usually $2.50 - 3.50/hr. Other combinations of academic credit + stipends are possible. Some non-CWSP students may receive $2.20 - 2.50/hr.

Obligations Upon Completion of Program: None.

CALIFORNIA ASSEMBLY INTERNSHIP PROGRAM

Address and Phone Number: Assembly P. O. Box 91, State Capitol
Sacramento, California 95814
(916) 445-3490

Program Director: Vivian S. Miksak, Coordinator

Administering Agency: Assembly Rules Committee

Source of Funds: Assembly Contingent Funds

Year Commenced: 1957

Interns/Fellows per Year: 8 to 10

Objectives of Program: Provide training in legislative process and public policy formation. Provide assistance to Members and committees of State Assembly. Foster research on the legislative process.

Program Design (Duration, Internship, Educational Component): Ten-month, full-time internship.

Intern applicants are expected to have at least completed requirements for an A.B. or B.S. degree at a recognized college or university prior to beginning his internship. Applicants with one year or more of graduate study are encouraged to apply. Applicants are accepted from all major disciplines of study.

Scope of Placement: California Assembly, State Capitol, Sacramento.

Sponsors/Mentors: Interns assigned to major committees, Speaker's Office, Majority and Minority Caucus staff.

Scope of Recruitment: California

Recruitment Strategies: Brochures, posters, applications to all accredited California colleges and universities. Members of each house receive announcements and press releases. Letters sent to placement offices, student presidents, Young Democratic and Republican organizations, former and current interns.

Screening and Selection (Procedures and Timetable): Paper screening by 3 representatives each from state universities, state colleges, private institutions comprising Executive Board. Paper screening held in February (January 31st being deadline for receipt of completed applications). Two interviewing session -- one in northern portion of state, the other in south. These are screening interviews held in March. Final interview in Sacramento either late March or early April. Final interview panel is expanded to include academic members, program coordinator, rules committee staff, representatives from minority and majority caucus staff.

Admission Requirements:

Age: Not applicable
Education: A.B. or B.S., M.A., Ph.D., J.D.
Occupation: Not applicable
Geographical, Ethnic or other Preferences: Must be legal resident of California. Minority students urged to apply.
Other Criteria: --

Remuneration and Stipend: Current: $682.50 per month.

Obligations Upon Completion of Program: Answering questionnaire regarding assignment, program, etc.

COMMONWEALTH INTERN PROGRAM (VIRGINIA)

Address and Phone Number: State Division of Personnel
P. O. Box 654
Richmond, Virginia 23205
(804) 770-7546

Program Director: John W. Garber

Administering Agency: State Division of Personnel

Source of Funds: State appropriation

Year Commenced: 1968

Interns/Fellows per Year: 5

Objectives of Program: To attract highly qualified young people into public service. For the individual, it has a service-learning objective.

Program Design (Duration, Internship, Educational Component): One year in duration. Interns participate in a variety of management and administrative seminars.

Scope of Placement: Approximately 4 out of 5 interns have entered the public service upon completion of the internship.

Sponsors/Mentors: --

Scope of Recruitment: Nationwide

Recruitment Strategies: All Virginia institutions of higher education plus a select number of out of State institutions receive brochures, applications and instructions in the late fall of each year.

Screening and Selection (Procedures and Timetable): In March of each year, 25 are screened from over the 100 who generally apply. The 25 are given an oral interview in April before a panel of board members appointed by the Governor. The top five are chosen by the panel to be interns. The five start their internship in July 1.

Admission Requirements:
Age: Young
Education: At least a Bachelor's degree
Occupation: None
Geographical, Ethnic or other Preferences: Demonstrated College or community leadership
Other Criteria: None

Remuneration and Stipend: $8,500 - $9,000 per year

Obligations Upon Completion of Program: None

CONNECTICUT GENERAL ASSEMBLY INTERN PROGRAM

Address and Phone Number: Office of Legislative Research
Room 120, State Capitol
Hartford, Connecticut 06115
(203) 566-4150

Program Director: David J. McQuade, Intern Coordinator

Administering Agency: Intern Committee, Connecticut General Assembly

Source of Funds: State Appropriation

Year Commenced: 1971

Interns/Fellows per Year: Approximately 25 interns per year

Objectives of Program: The Intern Program has been established to offer students an opportunity to study the legislative process firsthand while providing legislators with additional staff. Interns spend most of their time doing legislative work and are exposed to the wide variety of experiences available at the State Capitol. In addition, the program seeks to present a sound theoretical understanding of state government and includes a strong academic component.

Program Design (Duration, Internship, Educational Component): The 1975 Intern Program will coincide with the legislative session of the General Assembly; January 9 to June 4, 1975.

The program provides legislators with interns to assist them in the legislative process and includes reading assignments, seminars, and a schedule of speakers. Additional requirements may be placed on interns by faculty advisors such as research papers and additional readings. It is recommended that full-time interns receive twelve to fifteen academic credits and that part-time interns receive four to six academic credits for their participation in the program.

Scope of Placement: Placement is made with individual legislators in the General Assembly.

Sponsor/Mentors: Connecticut General Assembly Intern Committee.

Scope of Recruitment: Undergraduate and graduate students enrolled in institutions of higher education in Connecticut.

Recruitment Strategies: Preference is given to upperclass students and to students whose experience and academic background offer some preparation for the work they will undertake. In addition, some consideration will be given to contributions which the applicant has made to his campus and community.

Screening and Selection (Procedures and Timetable):

October 1 - applications mailed to colleges
November 1 - colleges return selected list of candidates

November 15 - December 15 - Intern Committee interviews and selects final candidates

January 10 - 15 - meeting between legislators and assigned interns

Admission Requirements:

Age: No preference
Education: Students enrolled in an institution of higher education in Connecticut
Occupation: Not applicable
Geographical, Ethnic or other Preferences: None
Other Criteria: None

Remuneration and Stipend: $240 stipend

Obligations Upon Completion of Program: None

DEPARTMENT OF COMMERCE
DOMESTIC AND INTERNATIONAL BUSINESS ADMINISTRATION
MANAGEMENT INTERN PROGRAM

Address and Phone Number: Main Commerce Building, Room 3525
Washington, D.C. 20230
(202) 967-2024

Program Director: Gordon E. Whyte

Administering Agency: --

Source of Funds: --

Year Commenced: 1964

Interns/Fellows per year: 13

Objectives of Program: To develop professional and managerial talent for this agency.

Program Design (Duration, Internship, Educational Component): Two year internship: first year is made up of five ten-week assignments in various bureaus within the agency. Location of assignments is very flexible, determined by the intern, intern advisor, and the needs of the agency. Second year is a full time assignment in one bureau, generally the one in which intern has decided to make his career.

Scope of Placement: Almost all bureaus within DIBA, this includes: Bureau of International Commerce, Bureau of East-West Trade, Office of Field Operations, and International Economic Research Staff.

Sponsors/Mentors: --

Scope of Recruitment: Has been exclusively the Civil Service Commission Management Intern Register and from within the agency. With CSC no longer maintaining register, other sources, not yet determined, will have to be used for recruitment.

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable): Personal interviews are strongly encouraged. Interviewing and hiring generally takes place between April and June.

Admission Requirements:

Age: None
Education: Minimum is B.A., most have M.A.s in Economics, Business Administration, Public Administration, or related areas.
Occupation: Work experience with business community helps.
Geographical, Ethnic or other Preferences: None except as required by CSC.
Other Criteria: --

Remuneration and Stipend: Interns hired at GS-5, 7, and 9 level.

Obligations Upon Completion of Program: None

ENVIRONMENTAL INTERN PROGRAM

Address and Phone Number: Massachusetts Audobon Society
Lincoln, Massachusetts 01773
(617) 259-9500

Program Director: Mr. John R. Cook, Jr.

Administering Agency: Massachusetts Audobon Society

Source of Funds: Jessie Smith Noyes Foundation, Rockefeller Foundation and Ford Foundation.

Year Commenced: 1972

Interns/Fellows per Year: 200 to 250

Objectives of Program: There is a resource of potential staff in colleges and universities and a need for staff in private and public agencies. The program coordinates the supply in the educational system with the demand in agencies. The internship gives the intern practical experience while supplying the agencies with neglected staff.

Program Design (Duration, Internship, Educational Component): Interns will be coordinated with agencies throughout the academic year for various intern periods depending upon the needs of the agency. To insure professional output, the majority of interns are from graduate schools using a wide variety of skills such as legal research, economic analysis, land-use planning, environmental quality analysis, open-space planning, solid-waste management, model legislation drafting, and general research.

Scope of placement: New England and New York

Sponsors/Mentors: --

Scope of Recruitment: Nationwide

Recruitment Strategies: Provides an updated list of the current environmental internships every 12 weeks. Students select the one area related to their area of interest. Interns will be recruited on the background in law, forestry, environmental studies, geology, journalism, urban planning, and cartography.

Screening and Selection (Procedures and Timetable): It is imperative that the interns have a high academic standing as well as an interest in the field in which they will work, coupled with a potential for leadership.

Apply two to three months prior to the term you desire the internship.

Admission Requirements:

Age: --
Education: Graduate with B.A., B.S.
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: $1,500 for 12 weeks.

Obligations Upon Completion of Program: --

FELLOWSHIPS IN DEMOGRAPHY

Address and Phone Number: The Population Council
245 Park Avenue
New York, New York 10017
(212) 687-8330

Program Director: Eugenia Gale, Fellowship Secretary

Administering Agency: Fellowship Office, The Population Council

Source of Funds: Rockefeller and Ford Foundations, USAID

Year Commenced: 1953

Interns/Fellows per Year: Approximately 50

Objectives of Program: To support study in demography and related social sciences, usually leading to a graduate level degree. Particular consideration is given to applicants from the third world. Postdoctoral awards also given.

Program Design (Duration, Internship, Educational Component): One year, with applications for additional years considered. Plan of study and choice of university are decided by the applicant with help from the Council.

Scope of Placement: Approximately 35 universities in the United States, Canada and Europe offering graduate programs in demography and related social sciences.

Sponsors/Mentors: --

Scope of Recruitment: Unlimited

Recruitment Strategies: Publicity through universities and with staff members in other countries.

Screening and Selection (Procedures and Timetable): Applications must be submitted by December 1, of the preceding year for an academic program beginning in September 1. Fellowship Selection Committee meets in February and applicants are notified of their decisions by mid-March. Applicants must have undergraduate degree or its equivalent, preferably in one of the social sciences.

Admission Requirements:

Age: Preferably under 40
Education: Undergraduate degree or its equivalent
Occupation: No requirements
Geographical, Ethnic or other Preferences: Applicants from Third World given preference.
Other Criteria: Language ability depending on where study will be pursued -- either English or French usually.

Remuneration and Stipend: Yearly stipend of $3,180 - $4,140; tuition and university fees; maintenance for dependents, book allowance, travel. (Higher stipend given for postdoctoral studies.)

Obligations Upon Completion of Program: None

GOVERNOR'S SUMMER FELLOWSHIP PROGRAM (ILLINOIS)

Address and Phone Number: Governor's Office
State of Illinois
Springfield, Illinois
(217) 782-5160

Program Director: William J. Grimshaw

Administering Agency: Governor's Office

Source of Funds: Participating state agencies

Year Commenced: 1973

Interns/Fellows per Year: Approximately 60

Objectives of Program: (1) Encourage students to consider public service, particularly state government, as a career option. (2) Familiarize students with the actual operation of state government and the goals of the current administration. (3) Provide a useful practical component to the students' academic training. (4) Encourage state agencies to look afresh at some of their conventions, programs, and policies.

Program Design (Duration, Internship, Educational Component): Two months, from mid-June to mid-August. The internship would be in one of approximately 25 participating state agencies. There would be a weekly evening seminar, primarily involving discussions with key actors from various parts of state government, e.g., Governor's Office, Bureau of the Budget, Agency Director, General Assembly and lobbyists. No college credit is offered for participation; although some of the students make individual arrangements to receive credit from their schools.

Scope of Placement: Participating state agencies, approximately 25 in number.

Sponsors/Mentors: Each state agency assigns an intern liason to work with the Governor's Office and the Program Director has overall responsibility for the interns' progress.

Scope of Recruitment: Illinois residents enrolled in junior or senior colleges and universities through the graduate and professional levels. This includes out-of-state enrolled students, so long as they are residents of Illinois.

Recruitment Strategies: Materials are sent to all Illinois junior and senior colleges as well as to selected out-of-state schools.

Screening and Selection (Procedures and Timetable): Initial screening performed by the Governor's Office and then the best half dozen or so applicants are sent to the appropriate agency which then makes the final selection for each position. Applications are sent out in mid-February, cut off is April 1, and notification is made by May 1.

Admission Requirements:

Age: None
Education: In college minimally
Occupation: None
Geographical, Ethnic or other Preferences: Some to blacks, females, junior colleges, and small schools.
Other Criteria: None; but generally agencies select students with high grade point and some formal or informal relevant experience.

Remuneration and Stipend: $500.00 per month

Obligations Upon Completion of Program: None; although a critique of any or all aspects of the program is encouraged, which is used to supplement a formal evaluation in which the students and agencies participate.

GOVERNOR'S SUMMER INTERN PROGRAM (IDAHO)

Address and Phone Number: Director, Dept. of Administration
145 Len B. Jordan Building
Boise, Idaho 83720
(208) 384-3380

Program Director: D. E. Chilberg
Director, Adminstration

Administering Agency: Department of Administration

Source of Funds: Idaho State Legislature, through the Governor's Office

Year Commenced: 1971

Interns/Fellows per Year: 12 in past programs, with hopes of expansion next year.

Objectives of Program: The purpose of our program is three-fold:

1. To educate students in the operation of state government.
2. To have the students accomplish much needed work for the state.
3. To interest good students in pursuing careers in state government.

Program Design (Duration, Internship, Educational Component): Students are chosen on the basis of applications sent to the Department of Administration in early spring. Applications consist of a resume and any other information the student feels is applicable, such as references. Resumes are also asked for from agencies in Idaho State Government with a summary of internships they feel are available in their area. Hopefully, a variety of fields offer internships and the students are then placed into the agency they choose to work for; the students have access to the agency resumes, and make their choices in this way, and also through interviews with the department administrators. We encourage individual input into the internships, hoping that the student can tailor his work experience to his interests. Participating students are assigned for a period of two months, usually June-July.

As important as the job assignments are the weekly meetings held with interns to discuss their particular agency's operation, and internship. Students are given a partial insight into other agencies in this way than in their own solely. The weekly meetings establish friendships, and create an organization with which the students can express their views and learn about particular areas of interest. Elected officials and other persons of governmental interest are invited to these informal meetings to discuss their positions.

Scope of Placement: All agencies in government are available for interns if they offer worthwhile positions to the students.

Sponsors/Mentors: 1974: Idaho Department of Transportation, division of aeronautics; Idaho Office on Aging; Attorney General Division of Budget, Policy Planning and Coordination; Department of Employment, Division of General Services; Department of Health and Welfare, Legal Services; Idaho State Historical Society; Commission on Human Rights; Legislative Fiscal Office; Parks and Recreation Department, Department of Public Lands.

Scope of Recruitment: Active advertisement is usually limited to Idaho State.

Recruitment Strategies: Any student may apply if he is a resident of Idaho with the school location of no consequence.

Screening and Selection (Procedures and Timetable): Resumes are usually received by the end of April with selection based on the content of the resumes: grades, interest, recommendations. Interns are notified by the first week in May with the group proceeding with the program in early June; the internships end in the last week of July.

Admission Requirements:

Age: College age
Education: Freshmen in college and above
Occupation: None specified; we encourage a diversity of interests
Geographical, Ethnic or other Preferences: A resident of Idaho
Other Criteria: --

Remuneration and Stipend: $500 for two months has been given in the last year; however, the Minimum Wage Law, if pertaining to internships, will raise this figure. Also, the increase in legislative appropriation will raise the stipend.

Obligations Upon Completion of Program: Booklet created by the intern group of suggestions and recommendations.

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GRADUATE PUBLIC SERVICE INTERNSHIP (ILLINOIS)

Address and Phone Number: Sangamon State University
Springfield, Illinois 62708
(217) 786-6750

Program Director: Gary Combs

Administering Agency: Public Sector Program Evaluation Center

Source of Funds: Joint SSU/Employing Agency

Year Commenced: 1974

Interns/Fellows per Year: Five this first year will increase to probably 15 - 20 per year.

Objectives of Program: To provide a joint educational relationship between Illinois state government agencies and Sangamon State University to offer the student the best opportunity for growth under conditions that make a career in state government highly probable.

Program Design (Duration, Internship, Educational Component): Two academic years and one summer where the intern works half-time in his intern position and takes 10 semester credit hours of work during the academic years and works full-time in his intern position during the summer. Over the entire time the intern is required to take a special internship seminar for credit.

Scope of Placement: Possible in any agency of the State of Illinois except the legislature which has its own intern program operated by SSU.

Sponsors/Mentors: --

Scope of Recruitment: Students with Bachelors degree from all public and private colleges and universities in the State of Illinois.

Recruitment Strategies: Recruit from all disciplines through contacting individual departments and especially placement officers emphasizing women and minority groups and stressing that the student can enter any masters program at SSU while he is in the internship and complete that degree while costs are being paid by the internship program.

Screening and Selection (Procedures and Timetable):

Screening is done by a university wide faculty and student committee and then by the agencies seeking interns.
Application by March 8.
Selection by late March.
Interviews immediately following selection.
Awards made by April 1.

Admission Requirements:

Age: None
Education: Bachelors degree
Occupation: Public service career interest
Geographical, Ethnic or other Preferences: Women and minority groups, currently Illinois only, but plans to expand beyond the state.
Other Criteria: Potential for graduate level study and professional public service.

Remuneration and Stipend: $325 per month for half-time work and $540 per month for the full-time summer session, tuition and fees are paid by the employing agency, and funds for travel for an educational visit to another state are available.

Obligations Upon Completion of Program: None

HUD URBAN INTERN PROGRAM

Address and Phone Number: 451 7th Street, S.W.
Washington, D.C. 20410
(202) 755-5492

Program Director: Betty Rom

Administering Agency: U. S. Department of Housing and Urban Development

Source of Funds: Budgeted by the Office of the Assistant Secretary for Administration, each fiscal year.

Year Commenced: 1956

Interns/Fellows per Year: 250

Objectives of Program: Designed to locate and attract talented and highly motivated college graduates with diverse academic backgrounds to be trained and developed for technical and professional positions throughout the Department.

Program Design (Duration, Internship, Educational Component): One-year training program including: (1) a two-week orientation, (2) 4 months of target-assignment OJT, (3) 2 or more one-month in-HUD rotational assignment, (4) at least 1 one-month outside-of-HUD assignment, (5) a one-month exchange geographical rotation, i.e., field interns come to D.C., D.C. and Headquarters Interns go to the field.

Interns involved in research, budget, program evaluation, development and operations. Supplemented by field trips, seminars, meetings with Federal, State and local administrators. Interns develop projects through Steering Committee.

Scope of Placement: Nationwide

Sponsors/Mentors: Selected by office where interns assigned. Receive orientation. Provide guidance, supervision and assist in development of intern's training plan.

Scope of Recruitment: Nationwide

Recruitment Strategies: Regional intern coordinators have approved lists of colleges and universities. Use available HUD professionals as college recruiters. Also recruit from within HUD Departments. Particular emphasis on minority recruitment, contacts with college presidents, deans, professors, student organizations, urban league, NAACP, American for Indian Opportunity, etc. Advertising in The Black Collegian and The College Placement Annual. Minority talent bank maintained in D.C., used to refer candidates to other Federal Agencies and other intern-fellowship programs.

Screening and Selection (Procedures and Timetable): All candidates interviewed by HUD recruiters. Initial screening by coordinators, final selections by panel consisting of intern coordinator and management staff.

Admission Requirements:

Age: No restriction except college graduate
Education: Bachelor's degree minimum
Occupation: HUD-related
Geographical, Ethnic or other Preferences: Must be mobile and willing to travel and relocate.
Other Criteria: Complete SF-171; CSC eligibility (GS-5,7,9); good academic preparation; extra-curricular activities demonstrating leadership abilities; an interest in urban problems and their solutions; mobile, articulate, aggressive and realistic.

Remuneration and Stipend: --

Obligations Upon Completion of Program: --

ILLINOIS LEGISLATIVE STAFF INTERNSHIP PROGRAM

Address and Phone Number: Sangamon State University
Springfield, Illinois 62708
(217) 786-6611

Program Director: Leon S. Cohen

Administering Agency: Sangamon State University for the Illinois Legislative Council

Source of Funds: Illinois Legislative Council

Year Commenced: 1961

Interns/Fellows per Year: 17

Objectives of Program: " . . .to afford graduate students of promise an opportunity to pursue studies and research while observing and becoming acquainted with the operations of the General Assembly."

Program Design (Duration, Internship, Educational Component):

A. 9-1/2 months (October 1 - July 15), full-time.
B. Students assigned to leadership staff offices or Legislative Council.
C. Required graduate academic seminar carrying 8 hours credit (4 per semester) - focuses on Illinois Legislative Politics, Policy Analysis, Legislative Research Methodology. Interns responsible for major research project in the seminar.

Scope of Placement: Four interns are assigned to each leadership staff (i.e. House Republicans, House Democrats, Senate Republicans, and Senate Democrats).

Sponsors/Mentors: Sponsoring Committee is made up of the following: Speaker of the House, President of the Senate, Chairman of the Legislative Council, House Minority Leader, and Senate Minority Leader or the designated representatives of the respective leaders. Program Coordinator serves as Secretary of the Sponsoring Committee without vote. In addition, one faculty member from each of the thirteen cooperating universities is appointed as an associate member without vote.

Scope of Recruitment: All colleges and universities in Illinois. Response to out-of-state requests.

Recruitment Strategies: Distribution of brochures and recruiting materials. Aimed at as wide a disciplinary base as possible (i.e. including science and technology students).

Screening and Selection (Procedures and Timetable):

December 1	Applications available
March 1	Application deadline
March 2 - 10	Initial screening by academic committee
March 15 - 25	Interviewing of most outstanding applicants by program coordinator and liaison people from legislative staffs
April 1	Announcement of awards

Admission Requirements:

Age: None
Education: Must have Bachelors degree prior to start of internship year.
Occupation: None
Geographical, Ethnic or other Preferences: Encouragement of applicants from diverse disciplinary backgrounds, including science and technology.
Other Criteria: Minimum grade point average in junior-senior years or previous graduate/professional study of approximately 2.75 (where A=4.00).

Remuneration and Stipend: $650 per month

Obligations Upon Completion of Program: None

INTERNAL REVENUE ADMINISTRATIVE INTERN PROGRAM

Address and Phone Number: Internal Revenue Service
Room 3308
1111 Constitution Avenue, N.W.
Washington, D.C. 20224
(202) 964-8101

Program Director: Mr. Julius H. Lauderdale

Administering Agency: Internal Revenue Service

Source of Funds: Through Funds of Internal Revenue Service

Year Commenced: 1961

Interns/Fellows per Year: 20

Objectives of Program: The A.I.P. was established to ensure a continuing source of talent for this staff. Some of the varied functional staff duties deal with training, personnel, financial activities, facilities management, and public information programs -- duties that enable the service to collect taxes in the most efficient manner possible.

Program Design (Duration, Internship, Educational Component): The design of the training program provides the flexibility necessary for establishment of your own pattern of development and career goals.
Classroom Training includes discussions of goals of I.R.S. and plans for meeting its future needs, and techniques employed by administrative specialists; workshops; classes in management; and seminars and lectures with leaders in government, business and education.
Rotational Work Assignments give you a chance to look over the organization through various offices. Encouraged to develop individual interests and talents that will lead to a permanent assignment. Lengths of assignments will vary to conform to your needs and interests. A scheduled one year long program. Internships begin in July.

Scope of Placement: Most assignments are in Washington though some may be arranged in field offices.

Sponsors/Mentors: --

Scope of Recruitment: Through the Register of the Federal Service Entrance Examination maintained by the U.S. Civil Service Commission.

Recruitment Strategies: In order to be available for an appointment made in the summer, the Federal Service Entrance Examination should be taken six months to one year ahead of desired time for placement.

Screening and Selection (Procedures and Timetable): When selecting interns, the Service places a high premium on general ability and potential, not subject matter background. Significant work experience may also contribute to one's over-all qualifications.

Admission Requirements:

Age: To be eligible for a GS-7 or GS-9 level and above after the Federal Service Entrance Examination.
Edudation: --
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: GS-7 enters with a salary of $830/month, or $1,015/month (GS-9).

Obligations Upon Completion of Program: The one year internship will develop with a full time career position anywhere with the I.R.S. (with complete benefits).

MICHIGAN GOVERNMENT INTERNSHIP PROGRAM

Address and Phone Number: Michigan Department of Civil Service
Lewis Cass Building,
320 South Walnut Street
Lansing, Michigan 48913
(517) 373-2664

Program Director: Stanley Ellis, Internship Coordinator

Administering Agency: Michigan Department of Civil Service

Source of Funds: Participating Departments of State Government

Year Commenced: 1974 - March through June

Interns/Fellows per Year: 1974 - Pilot study conducted to determine feasibility of program. Thirteen interns participated.

Objectives of Program: The purpose of the Michigan Government Internship Program is to provide students pursuing post secondary educations complementing service-learning experiences within State Government that are relative to their educational objectives. Participation will provide students an exposure to public employment and first-hand experience in the transaction of government business. State Government will benefit by the utilization of student talents and abilities to accomplish needed tasks commensurate with agency objectives. The internship experience will also benefit government by encouraging students to consider careers in public service.

Program Design (Duration, Internship, Educational Component): The Michigan Internship Program is based on the manpower needs of State Government and the academic requirements of the participating institutions of higher education and students. The program will operate on a year-round basis in cooperation with all the colleges and universities located within the state.

Scope of Placement: The nineteen major departments of Michigan State government.

Sponsors/Mentors: --

Scope of Recruitment: Statewide

Recruitment Strategies: Recruitment will be based on the manpower needs of State Government. The Internship Program Officer will contact the educational institution who will recommend interested student candidates.

Screening and Selection (Procedures and Timetable): The universities and colleges will screen students for academic qualifications and the participating governmental agencies will make final selection. The screening and selection will be completed 30 days prior to the beginning of the internship.

Admission Requirements:

Age: Open
Education: Open
Occupation: Open
Geographical, Ethnic or other Preferences: Open
Other Criteria: Open

Remuneration and Stipend: None

Obligations Upon Completion of Program: None

MINORITIES IN CITY MANAGEMENT

Address and Phone Number: 1140 Connecticut Avenue, N.W.
Washington, D.C. 20036
(202) 293-2200

Program Director:

Administering Agency: International City Management Association

Source of Funds: HUD

Year Commenced: 1970

Interns/Fellows per Year: 25 to 30

Objectives of Program: Designed to alleviate shortage of professionally educated minority persons in local municipal government management.

Program Design (Duration, Internship, Educational Component):

1. Length of Program: 2 years
2. Academic: Fellow is enrolled in participating university in MPA Program.
3. Internship: Interns in city manager's office for 15-20 hours per week.
4. Weekly two hour special seminar designed by ICMA to relate academic work to internship.

Scope of Placement: Nationwide

Sponsors/Mentors: Chief executive officers of local municipalities, e.g., county administrators, city managers, town managers.

Scope of Recruitment: Nationwide

Recruitment Strategies: Participating councils of government and ICMA recruit through ICMA newsletter, ICMA members, local newspapers in the participating agency areas and through present interns.

Screening and Selection (Procedures and Timetable): Each Council of Government screens and selects students. Initial screening, through resumes and supporting papers; final screening and selection, through personal interview.

Admission Requirements:

Age: No requirement
Education: Bachelor's degree
Occupation: No requirement
Geographical, Ethnic or other Preferences: Minority group member
Other Criteria: U.S. citizen; lack of financial capability to undertake full-time graduate work; meet admission requirements of university.

Remuneration and Stipend: --

Obligations Upon Completion of Program: --

MODEL COMMITTEE STAFF PROJECT IN HEALTH (MCSP) INTERN PROGRAM

Address and Phone Number: Citizens Conference on State Legislatures
4722 Broadway
Kansas City, Missouri 64112
(816) 531-8104

Program Director: James E. Arnold

Administering Agency: Citizens Conference on State Legislatures
4722 Broadway
Kansas City, Missouri 64112

Source of Funds: Robert Wood Johnson Foundation
Princeton, New Jersey

Year Commenced: 1974

Interns/Fellows per Year: Varies per state per academic term

Objectives of Program:

1. To increase the manpower and expertise available to Model Committee legislators and staff.
2. To increase the Legislature's awareness of the benefits of interns working within the legislative process in conjunction with an academic institution.
3. To increase cooperation and future ties between government and education.

Program Design (Duration, Internship, Educational Component): Internships offered for duration of given academic terms, in conjunction with sponsoring academic institution. Academic credit is awarded for internships and summary report of activities and evaluation of the intern experience required.

Scope of Placement: Graduate students from health and other related or pertinent disciplines.

Sponsors/Mentors: Any accredited university with a program which can be accommodated within the objectives of the MCSP.

Scope of Recruitment: All universities with appropriate disciplines for program involvement were contacted by Citizens Conference and by MCSP field staff in the eight program states -- Connecticut, Louisiana, Michigan, Minnesota, New Jersey, Texas, Washington, Wyoming.

Recruitment Strategies: Contacting university presidents, deans and faculty members to inform them of the program and solicit their support and nomination of qualified graduate students.

Screening and Selection (Procedures and Timetable): Initial screening is done by universities with final selection based upon interviews by Model Committee staff. Final selection is made by MCSP field staff and legislative committee members, in consultation with the Citizens Conference.

Admission Requirements:

Age: --
Education: Graduate student status, preferably
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: Health related disciplines

Remuneration and Stipend: $500 per month per state

Obligations Upon Completion of Program: Evaluation of the program for CCSL in addition to any academic requirements imposed by the sponsoring academic institution.

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MT. LEBANON INTERNSHIP PROGRAM

Address and Phone Number: Municipal Building
710 Washington Road
Mt. Lebanon, Pennsylvania 15228
(412) 343-3400

Program Director: H. Edward Wesemann, Assistant Manager

Administering Agency: Mt. Lebanon, Pennsylvania Municipal Government

Source of Funds: During 1975 the Mt. Lebanon Internship Program will be fully funded by the Municipal Government.

Year Commenced: 1960

Interns/Fellows per Year: Approximately 16

Objectives of Program: The Mt. Lebanon Internship Program is designed to provide students with an opportunity to review their academic course work in an operational environment. In addition, interns have the opportunity to gain insight into the complex and diverse operations of a municipal government through participation in the day-to-day activities of the municipality by rotating among the various staff and line departments. Finally, the program provides the student with access to experienced professional administrators for advice, both regarding the internship projects and general career preparation and opportunities.

Program Design (Duration, Internship, Educational Component): Generally, the Mt. Lebanon program attempts to assign an intern to one major project in a series of smaller projects. Approximately 60-70 percent of the student's time is spent on the major project which is frequently prepared in lieu of a graduate thesis.

Internships are normally scheduled for a 13-week period of full-time work. In particular circumstances it is possible, however, to prepare a part-time program when requested by the student and the university involved.

Scope of Placement: Interns are placed in one of the staff or operating departments of the municipality dependent upon the special interests and career preparation of the student. Frequently interns are rotated among departments.

Sponsors/Mentors: The internship program was designed and is operated under the guidance and supervision of Robert A. Finley, Manager, Mt. Lebanon, Pennsylvania.

Scope of Recruitment: Interns are recruited from universities offering graduate programs in public administration.

Recruitment Strategies: An informational brochure on the internship program is mailed to universities having a graduate school in public administration. On-campus interviews and discussions are held with students attending schools in close geographic proximity to the Pittsburgh area.

Screening and Selection (Procedures and Timetable): Generally, Mt. Lebanon prefers to coordinate internship programs through the respective universities and accepts graduate students on the recommendation of the advisor. Normally, students who have completed their academic course work and require an internship for completion of their degree requirements are given favorable priority. Interns seeking a career in municipal management with concentrations in public administration, urban affairs, planning or other fields oriented toward municipal management, are desired. Under certain circumstances undergraduate students in publ.. administration or graduate students in other areas of concentration may be accepted. Due to the short duration of the internship period, applications for internships are accepted throughout the year and selection of interns is made one to two months prior to the commencement of the internship.

Admission Requirements:

Age: No requirement
Education: Graduate students in public administration or field closely related to municipal management preferred.
Occupation: No requirement
Geographical, Ethnic or other Preferences: None
Other Criteria: Academic achievement, academic and personal references, writing ability, and interest in municipal management career.

Remuneration and Stipend: $1,500 per internship period paid in by-weekly segments.

Obligations Upon Completion of Program: None

NATIONAL INTERNSHIP PROGRAM (NATIONAL RECREATION & PARK ASSOCIATION)

Address and Phone Number: 1601 North Kent Street
Arlington, Virginia 22209
(703) 525-0606

Program Director: Dr. Donald Henkel

Administering Agency: National Recreation and Park Association

Source of Funds: National Recreation and Park Association Funds

Year Commenced: 1956

Interns/Fellows per Year: 12

Objectives of Program: Comprehensive bridge between academic community and practical world. The program seeks out those with unusual potential and provides opportunities to test their capabilities on a broad range of operational functions. The experience is tied closely to top management functions but provides experiences in all major facets of an agency's operations.

Program Design (Duration, Internship, Educational Component): One year duration. Exposure to all facets of Park and Recreation Agency operation - however, mainly in agency administration, experiencing its responsibilities of problems, demands, obligations, complexities, methods of operation, limitations, successes, etc.

Scope of Placement: 10 agencies in various National Recreation and Park Association regions

Sponsors/Mentors: Agency and National Recreation and Park Association

Scope of Recruitment: Nationwide

Recruitment Strategies: Word of mouth - meetings and discussions and brochures.

Screening and Selection (Procedures and Timetable): Submission of special application, National Recreation and Park Association membership, faculty and operational supervisor reference letters, personal interview.

Admission Requirements:

Age: --
Education: Bachelor's Degree
Occupation: Preference to park and recreation students
Geographical, Ethnic or other Preferences: --
Other Criteria: Application should be made 6 months prior to availability date.

Remuneration and Stipend: $7,000 minimum

Obligations Upon Completion of Program: Assistance in seeking employment - certificate of recognition.

NATIONAL LEVEL INTERNSHIP PROGRAM

Address and Phone Number: University Council for Educational Administration
29 West Woodruff
Columbus, Ohio 43210
(614) 422-2564

Program Director: Dr. Richard Podemski

Administering Agency: University Council for Educational Administration

Source of Funds: U.S. Office of Education
Bureau of Education for the Handicapped
Washington, D.C. 20202

Year Commenced: 1973

Interns/Fellows per Year: 1973-74 Six interns
1974-75 Eight interns

Objectives of Program: The National Level Internship Program will provide a fulltime field experience of one calendar year for carefully selected doctoral candidates from all areas of Special Education and/or General Education. The field-based experience occurs within a national level Special Education or General Education Agency, such as, USOE/BEH, Council for Exceptional Children, American Association of School Adminstrators, Council of The Great City Schools, etc. The immediate goal of the program is to provide interns with a national perspective on education and change strategy skills within national agencies. Ultimately, the internship program would provide a "talent pool" of educational leaders with training and experience at the national level upon which national agencies may draw for leadership personnel which is at this time non-existent.

Program Design (Duration, Internship, Education Component): One year, July 1 through June 30. Fulltime field experience in the assigned agency, with significant duties and responsibilities assumed by the intern. Some portion of the intern's time is involved in interaction with leaders in pertinent government agencies other than the one where he/she is assigned. A series of training experiences (about 2 days per quarter) are provided for interns to receive specific training (i.e., seminars, workshops, etc.). A select group of individuals having experiences at national agencies act as a consultant/resource pool capable of interacting on an individual basis with the interns concerning change processes, politics, etc.

Scope of Placement: Each of the eight interns are placed in a different agency: OE/BEH, Office of the Handicapped, Office of Women in higher Education, Council of the Great City Schools, Association of Chief State School Officers, National Association of State Directors of Special Education, American Association of School Administrators and Council for Exceptional Children.

Sponsors/Mentors: The program is sponsored by the University Council for Educational Administration and the universities that represent the various interns.

Scope of Recruitment: The interns are recruited from all the universities in the United States which offer doctorates in Educational Administration.

Recruitment Strategies: Notification through UCEA publications, announcements at AASA Convention, etc.

Screening and Selection (Procedures and Timetable): Initial screening and selection will be done by a committee selected by UCEA from universities who do not have students applying for an internship. All applications are reviewed on the basis of ability, creativity, and congruence between the candidate's career aspiration and purposes of the Internship Program. The candidates who pass the initial screening are brought to Washington to be interviewed and "matched" with agency responsibilities and activities. Candidate's initial application is due to UCEA on March 31. Candidates are interviewed in Washington in May and notified by the end of May of acceptance.

Admission Requirements:

Age: None
Education: Doctorate or near completion of doctorate in Educational Administration, General and/or Special.

Occupation: --
Geographical, Ethnic or other Preferences: None
Other Criteria: Desire to gain experiences at the National Level.

Remuneration and Stipend:

Moving costs: Expenses to moving site up to $700
Stipend: $12,000 cost of living allowance
Travel: $1,200 for related travel

Obligations Upon Completion of Program: None

NATIONAL WILDLIFE FEDERATION INTERNSHIP PROGRAM

Address and Phone Number: 1412 16th Street, N.W.
Washington, D.C. 20036
(202) 483-1550

Program Director: Mr. Sheldon Kinsel

Administering Agency: National Wildlife Federation

Source of Funds: From Federation Budget

Year Commenced: 1974

Interns/Fellows per Year: Minimum of 6

Objectives of Program: Designed to provide highly qualified students with practical experience by offering them an opportunity to be an important part of the nation's largest conservation organization.

Program Design (Duration, Internship, Educational Component): Interns work for a three month period. The greatest share of an intern's time is divided between research and reporting for the CONSERVATION REPORT. The research undertaken by interns varies depending on their ability, background and interests, and the needs of the Federation and the environmental community. Projects may range from answering member's inquiries on various environmental issues and helping prepare testimony given by the Federation at Congressional and Executive hearings, to intensive and long-term background investigations of a particular environmental problem.

The CONSERVATION REPORT is one of the educational services provided by the National Wildlife Federation and interns will devote part of their time to attending hearings or floor debates on environmental issues before Congress and reporting them in this publication. In addition, interns are called upon to attend hearings, briefings and seminars held within the executive branch and private institutions and organizations and report these to NWF staffers. A small percentage of the interns' time is also devoted to routine office work.

In addition, the interns must be qualified to do independent research and write well. The interns' responsibilities offer fine educational opportunities for observing Congress, Executive departments, and environmental groups in action. In addition, the Federation encourages the interns to visit the museums, monuments and other attractions in Washington, D.C. and cooperates with schools which offer academic credit for internship experience.

Scope of Placement: Headquarters in Washington, D.C.

Sponsors/Mentors: --

Scope of Recruitment: Nationwide

Recruitment Strategies: Juniors, Seniors, and Graduate students in natural resources areas, political science, and journalism are usually the most likely candidates for interns, depending on their "cross qualifications." However, any student with a strong environmental background and the necessary writing skills and knowledge of government will be considered.

Screening and Selection (Procedures and Timetable): Because of the kind of tasks they are called upon to perform, only individuals with a high degree of initiative, maturity, motivation, and sense of responsibility can be accepted.

Admission Requirements:

-- --

Education: Junior, Senior, and Graduate students
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: A living allowance is provided

Obligations Upon Completion of Program: None imposed by Federation

NEW JERSEY GOVERNMENT'S CAREER INTERNSHIP PROGRAM

Address and Phone Number: c/o Public Service Institute
Route One at Emmons Drive
Princeton, New Jersey 08540

Program Director: Dr. Thomas J. Davy
Director of Public Service Institute

Administering Agency: Public Service Institute (State agency established by order of the Governor)

Source of Funds: Federal- IPA Grant by U. S. Civil Service Commission

Year Commenced: 1973

Interns/Fellows per Year: 15

Objectives of Program:

1. To afford college juniors, seniors and graduate students who are studying for degrees related to public administration an opportunity to obtain responsible, professional experience at the local, county, or State levels as a foundation for a career in government service in New Jersey.
2. To enable governmental jurisdictions and agencies in New Jersey to benefit, through the interns, from new knowledges and skills being developed in institutions of higher education.
3. To enable the Public Service Institute and the Civil Service Department of New Jersey to establish closer working relationships with colleges and universities that offer programs intended especially to prepare students for public service careers.

Program Design (Duration, Internship, Educational Component): Either full-time or part-time (work-study) assignments. Full-time not more than 40 hours per week, no fewer than 10 weeks. Work-study for no more than 15 hours per week for at least a semester (15-16 weeks). Permits student to satisfy degree requirements.

Scope of Placement: All government agencies in the State of New Jersey (local, County, or State)

Sponsors/Mentors: Township managers, mayors, planning offices, business administrators and other principal administrators of State Civil Service Department, counties, municipalities, or the Public Service Institute on management improvement projects of particular value to their jurisdictions.

Scope of Recruitment: Applicants will be recruited from (a) all New Jersey colleges and universities; (b) member schools of the National Association of Schools of Public Affairs/Administration which are likely to have students qualified for the programs; and (c) other colleges and universities that express an interest in the program.

Recruitment Strategies: Letters to Presidents of appropriate schools; internship and placement offices of same.

Screening and Selection (Procedures and Timetable):

1. A letter from the applicant's academic advisor certifying that he or she is a student in good standing.
2. An essay of not more than 1000 words on the student's aspirations and plans for his/her professional career.
3. A signed statement that the student intends to seek and pursue a career in local, county, or State government in New Jersey.
4. Resume. A committee composed of the Director (Chairman) and Assistant Director of the Public Service Institute, the Chief Examiner of the New Jersey Department of Civil Service or his designee, and the Coordinator of Internship Programs will review the applications and supporting documents and select the interns.

Students should apply by April for summer internship; and by August 1 for fall semester.

Admission Requirements: See "Scope of Recruitment"

Remuneration and Stipend:

Juniors:	$2.75 per hour
Seniors:	3.29 per hour
Graduate Students:	3.60 per hour

Obligations Upon Completion of Program: Internship evaluation report; sponsor evaluation report; since a major purpose of this program is to attract talented, professionally trained people to government careers in New Jersey, the Public Service Institute and Civil Service Department will assist interns to find positions befitting their qualifications upon completion of their service or when they earn their degrees if the internship was been served during an interim term.

NEW JERSEY INTERNS IN PUBLIC SERVICE

Address and Phone Number: Interns in Public Service
New Jersey Department of Community Affairs
P. O. Box 2768
Trenton, New Jersey 08625
(609) 292-6192

Program Director: Patricia Hunt

Administering Agency: New Jersey Department of Community Affairs

Source of Funds: State

Year Commenced: 1967

Interns/Fellows per Year: --

Objectives of Program: To stimulate and increase interest in public service as a career.

Program Design (Duration, Internship, Educational Component): Three types of programs. Summer: Work under State, local, community-action, non-profit and legal programs full-time. Academic year: Involved in similar programs and will also respond to special requests from agencies. Part-time jobs (15 hours per week). Management Traineeship: For graduate students to be placed in local government. Generally full-time jobs, This program serves as a bridge between academic preparation and assumption of the first government job.

Scope of Placement: New Jersey

Sponsors/Mentors: --

Scope of Recruitment: State wide

Recruitment Strategies: Announcements and booklets to numerous state universities and colleges.

Screening and Selection (Procedures and Timetable): Selection will rely heavily on the students' skills and interests in relation to the requirements of the job. Candidates are required to submit a one paragraph statement accompanied with the application for the final analysis. Applications must be received no later than February 1.

Admission Requirements:

Age: --
Education: Undergraduate or graduate
Occupation: --
Geographical, Ethnic or other Preferences: New Jersey
Other Criteria: --

Remuneration and Stipend: Freshman $2.00/hour; Sophomore $2.25/hour; Junior $2.50/hour, Senior $3.00/hour; Graduate School $3.25/hour.

Obligations Upon Completion of Program: --

NEW YORK CITY URBAN FELLOWSHIP PROGRAM

Address and Phone Number: Mayor's Office of Administration
250 Broadway, 14th Floor
New York, New York 10007
(212) 566-1216

Program Director: Dr. Leonore Loft

Administering Agency: --

Source of Funds: New York City Funded

Year Commenced: 1969

Interns/Fellows per Year: 20

Objectives of Program: Offer university students opportunity to study government while taking an active role in it. Have Fellows learn, grow and contribute toward understanding, approach and remedies to urban problems.

Program Design (Duration, Internship, Educational Component): One academic year. Seminars each week, training sessions. Some Fellows take evening courses. Fellows work full-time at the highest levels of city government - four days.

Scope of Placement: New York City

Sponsors/Mentors: High ranking city officials, - administrators, commissioners, deputy commissioners, assistants to mayors, etc. Selected by assignment-request forms, discussion, interviews of and by Fellows with individuals requesting Fellows.

Scope of Recruitment: Nationwide

Recruitment Strategies: Letters to college presidents, information and applications sent to Deans, Directors of Urban Studies programs, Directors of Fellowships, Presidents of Student Governments and Editors of student newspapers at each college and university (400), press releases, other media coverage.

Screening and Selection (Procedures and Timetable):

First Round: Screening applications by committees of present Fellows.
Second Round: Review by committee of Fellows and City Officials, select Finalists.
Finalists: Interviewed by four man panels - 2 Fellows and 2 City Officials.

Admission Requirements:

Age: --
Education: Must have completed junior year of college upon entering.
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: Outstanding achievement in academic and/or other areas.

Remuneration and Stipend: --

Obligations Upon Completion of Program: --

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NEW YORK STATE ASSEMBLY INTERN PROGRAM

Address and Phone Number: Legislative Office Building, 834
Albany, New York 12224
(518) 472-6648

Program Director: (Presently vacant - 8/19/74)

Administering Agency: New York State Assembly
Assembly Intern Committee (John Kingston, Chairman)

Source of Funds: Appropriated in Legislative Budget

Year Commenced: 1971

Interns/Fellows per Year: 75-175 (Program Expansion in 1975)

Objectives of Program: To provide college students - both graduate and undergraduates - with first-hand knowledge of the legislative process and functions, and to attract them to professional legislative staff work. General orientation and regular training seminars conducted.

Program Design (Duration, Internship, Educacional Component):

1. January Program - Interim term project. Full-time, 4 weeks.
2. Session Program - February - May. Part-time and full-time internships throughout Legislative Session.
3. Summer Program - 8 weeks, graduate students, intensive research. Background must be appropriate to projects.

Scope of Placement: Assembly-wide placements, including permanent staff offices which serve Standing and Fiscal Committees.

Sponsors/Mentors: None

Scope of Recruitment: All colleges and Universities within New York State are invited to participate and are given preference over other schools.

Recruitment Strategies: Letters to college liaisons (appointed by college presidents) announcing changes in components, if any, application deadlines, program details, etc. (Applications are included.) All applications are routed through college liaisons to Program Coordinator.

Screening and Selection (Procedures and Timetable): Initial screening by college liaisons. Selection process differs from component to component, depending upon number of openings, types of assignments, etc. January and Summer components must competitive. Supportive materials include recommendations from college personnel attesting to research/writing abilities, maturity, interest, etc.

Admission Requirements:

Age: --
Education: College: graduate or undergraduate
Occupation: All areas acceptable
Geographical, Ethnic or other Preferences: Able to relocate in Albany area or arrange to commute. First preference to students attending colleges in New York State.
Other Criteria: Must be able to satisfy minimum time required, usually on days legislature is in session.

Remuneration and Stipend: Depends on program components, hours worked, academic level, and distance traveled. Session Components: $150 - $350. Summer Program: $125 per week for 8 weeks.

Obligations Upon Completion of Program: Evaluation due. Satisfy obligations of office to which assigned. Satisfy college course credit requirements.

NEW YORK STATE COUNCIL ON THE ARTS INTERNSHIPS

Address and Phone Number: 11 West 53 Street
New York, New York 10019

Program Director: William J. Burback, The Director's Special Assistant for Education

Administering Agency: The Museum of Modern Art

Source of Funds: The New York State Council on the Arts, The Museum of Modern Art/Cooperstown Graduate Programs Foundation.

Year Commenced: New York State Council on The Arts - 1966; Painting Conservation - 1973; Painting Post-Graduate Internship in Conservation - 1974.

Interns/Fellows per Year: One position in each department - number of departments participating varies each year.

Objectives of Program: New York State Council on the Arts Internships - One year of on-the-job training, responsibility for various areas of departmental operations, participation in a range of activities on an interdepartmental level, and often on a larger scale dealing with many aspects of the Museum and its public.

Painting Conservation - Experience in the treatment of works of modern art under the guidance of professional conservators.

Painting Post-Graduate Internship in Conservation - Broadening the scope of conservation within modern art and specialization in conservation problems typical of modern art beyond existing professional training.

Program Design (Duration, Internship, Educational Component): One year

Scope of Placement: --

Sponsors/Mentors: --

Scope of Recruitment: State and National

Recruitment Strategies: Primarily mailings

Screening and Selection (Procedures and Timetable): Application and interview by participating department. Conservation recruitment and screening through joint cooperation of schools of conservation and The Museum of Modern Art.

Admission Requirements: --

Remuneration and Stipend: Post-Graduate Internship in Painting Conservation - $10,000. New York State Council on the Arts Internships - $8,500 - $9,000. Painting Conservation Internship - $7,000 stipend.

Obligations Upon Completion of Program: Open

NEW YORK STATE LEGISLATIVE INTERNSHIP PROGRAM

Address and Phone Number: Comparative Development Studies Center
Mohawk 1210
State University of New York at Albany
Albany, New York 12222

Program Director: John A. Worthley

Administering Agency: Comparative Development Studies Center

Source of Funds: New York State Senate

Year Commenced: 1962

Interns/Fellows per Year: Five

Objectives of Program:

1. To provide intensive and practical training in the process of legislation and public policy formation.
2. To provide supplementary assistance to the offices and committees of the State Senate.
3. To stimulate research in the state legislative process and public policy.

Program Design (Duration, Internship, Educational Component): The program extends from September through June and includes academic seminars at the university during the first semester and assignment full time to a committee or senatorial staff.

Scope of Placement: National in government, journalism, academia, and private industries.

Sponsors/Mentors: State University of New York at Albany, Syracuse University, Columbia University, University of Rochester, Colgate University, City University of New York.

Scope of Recruitment: Statewide

Recruitment Strategies: Literature, campus visits, former interns contacts

Screening and Selection (Procedures and Timetable): Written application due by April 1. Selection Committee meets in May.

Admission Requirements:

Age: None
Education: Must be a matriculating graduate student
Occupation: None
Geographical, Ethnic or other Preferences: Must be matriculating at a college or university in New York State
Other Criteria: Preference is given to candidates with a public administration, political science, or journalism background

Remuneration and Stipend: $450 per month plus medical coverage and tuition waiver for any courses taken at Albany

Obligations Upon Completion of Program: A written evaluation of the program.

NORTH DAKOTA LEGISLATIVE INTERNSHIP PROGRAM

Address and Phone Number: North Dakota Legislative Council
State Capitol
Bismarck, North Dakota 58505
(701) 224-2916

Program Director: C. Emerson Murry
Director, North Dakota Legislative Council

Administering Agency: North Dakota Legislative Council

Source of Funds: State legislative appropriation (i.e. State General Fund)

Year Commenced: 1969 Biennial Legislative Session

Interns/Fellows per Year: 1969 - 6 interns; 1971 - 8 interns; and 1973 - 14 interns. Proposed for 1975 Session - 14 interns.

Objectives of Program: To provide an educational experience for the interns involved while, at the same time, providing needed research and drafting services for the Legislative Assembly. To expose interns to the legislative process, and give them an introduction to the possibilities of service in State government.

Program Design (Duration, Internship, Educational Component): The program's duration is the length of the legislative session - approximately 70 calendar days each biennium. The program is designed to accept a given number of interns from each of the State's public universities who are initially chosen by the administration of each university. The interns are then assigned by the staff of the Legislative Council to serve particular standing committees. In addition to OJT, the staff supervisor arranges informal presentations by leading State officials, and conducts evaluation sessions with all interns periodically during the Session. Interns' drafting activities are supervised by attorneys on the Legislative Council staff.

Scope of Placement: During the 1973 Session, an intern was assigned to each legislative standing Committee, with the exception of the two Appropriations Committees. No effort is made at further placement as the interns return to classes for completion of the Spring semester or quarter.

Sponsors/Mentors: The University of North Dakota and North Dakota State University, in conjunction with the North Dakota Legislative Council.

Scope of Recruitment: Determined by the Universities involved. Within Colleges and Universities in North Dakota.

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable): Final review by interim Committee of the Legislative Council (legislator members) responsible for making arrangements for Legislative Session. Prior selection procedure is left to discretion of the Universities and the Law School at the University of North Dakota (the latter with respect to law student interns).

Selections and notifications usually occur prior to the opening of the Organizational Session of the Legislature in early December of each even-numbered year.

Admission Requirements:

Age: Twenty years old and up.
Education: Working on post-graduate degree or law degree, except in case of interns working on bill status reporting who can be undergraduates.
Occupation: --
Geographical, Ethnic or other Preferences: None, except that they be students at the Universities above mentioned.
Other Criteria: Class standing indicating high native intelligence, indication of tact and initiative.

Remuneration and Stipend: $600 per month proposed for 1975 Session.

Obligations Upon Completion of Program: Fill out evaluation questionnaire for Legislative Council staff, plus any requirements placed upon the intern by the University from which he was sent.

OHIO LEGISLATIVE SERVICE COMMISSION INTERNSHIP PROGRAM

Address and Phone Number: Ohio Legislative Service Commission
Statehouse
Columbus, Ohio
(614) 466-3615

Program Director: W. Craig Zimpher

Administering Agency: Ohio Legislative Service Commission

Source of Funds: State Appropriation, General Revenue Fund

Year Commenced: 1964

Interns/Fellows per Year: 12

Objectives of Program:

1. To provide staff assistance for individual legislators and legislative leadership offices.

2. To serve as an educational opportunity for recent college graduates (B.A. or M.A./M.P.A.) in the area of legislative process and state government.

Program Design (Duration, Internship, Educational Component):

Duration: 13 months, December through December 31.

Educational Component: Seminars sponsored and planned by the Commission staff (program director). One four hour seminar a month, last Friday of the month. Topics include governmental processes, political issues, and frequent trips and interaction with local and state governmental agencies, and out of state trips (including Washington, D.C., Council of State Governments, and other state capitals).

Scope of Placement: Senior legislators and leadership offices

Sponsors/Mentors: Legislative Service Commission staff program co-ordinator and legislators to whom interns are assigned.

Scope of Recruitment: Recruitment at approximately 40 Ohio colleges, personal visits to campuses by program co-ordinator; legislator's referrals, etc.

Recruitment Strategies: To provide a broad based group, including degree and academic backgrounds in a variety of areas, and to recruit and select, through an interview process, those students intergsted in governmental careers.

Screening and Selection (Procedures and Timetable):

Recruitment: Spring
Interview: June/July (Interviews are conducted by a panel, including program co-ordinator, legislators, and other staff members, and current interns).
Selection: August
Orientation: First three weeks of December, assignments are made immediately after orientation.

Admission Requirements:

Age: --
Education: Minimum: B.A. or B.S., 3.0 GPA
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: Annual salary, $9,110.00

Obligations Upon Completion of Program: None

OKLAHOMA STATE STUDENT GOVERNMENT INTERNSHIP PROGRAM

Address and Phone Number: Oklahoma State Regents for Higher Education
Room 118 State Capitol Building
Oklahoma City, Oklahoma 73105
(405) 521-2444

Program Director: Robert Vincent

Administering Agency: Oklahoma State Regents for Higher Education

Source of Funds: Oklahoma State Legislature

Year Commenced: 1974

Interns/Fellows per Year: 15

Objectives of Program: The purpose of the program is to develop a closer relationship of the academic community and government, to enrich the educational experience of college students interested in public administration, and to encourage able students to become more occupationally interested in leadership positions in government. The program will provide students with the opportunity to work closely with the administrative leaders in state government on an internship basis. The internship will be a true working experience allowing each student to "sit in" at the executive level on policy formulation and administrative action.

Program Design (Duration, Internship, Educational Component): Duration -- one semester involving full time placement with an agency of State government with provisions with up to eight hours academic credit during a regular term.

Scope of Placement: State Government

Sponsors/Mentors: Oklahoma Education Council, Oklahoma Crime Commission, Oklahoma Education Council, State Parks Department, Oklahoma State Regents. Governor's Office, Oklahoma Community Affairs & Planning, Office of Economic Opportunity, and Oklahoma State Regents.

Scope of Recruitment: Oklahoma Public System of Higher Education

Recruitment Strategies: Nomination from Academic Faculty

Screening and Selection (Procedures and Timetable): Screening by State Regents Committee approximately one month before the beginning of each academic term.

Admission Requirements:

Age: College Junior or Above
Education: Currently enrolled
Occupation: --
Geographical, Ethnic or other Preferences: None
Other Criteria: None

Remuneration and Stipend: Undergraduate - $385/month. Graduate - $550/month.

Obligations Upon Completion of Program: None

PENNSYLVANIA GRADUATE INTERN PROGRAM

Address and Phone Number: Pennsylvania Department of Education
Field Experience Program
Box 911
Harrisburg, Pennsylvania 17126
(717) 783-8229

Program Director: Mr. Joseph F. Bard

Administering Agency: Pennsylvania Office of Education

Source of Funds: Title V grant designed to improve Departments of Education in U.S.

Year Commenced: 1973

Interns/Fellows per Year: 16

Objectives of Program: Graduate students are placed in areas which utilize their skills and generally make a strong contribution to the work of the Department of Education. These are educational programs which seek to change the traditional classroom approach to education and to broaden the possibilities and definitions of the where's and how's of education and learning.

Program Design (Duration, Internship, Educational Component): One semester (Fall and Spring). Have to be enrolled in a graduate or post-graduate program of any University of College in Pennsylvania.

Scope of Placement: Students are placed in areas which utilize their skills and generally make a strong contribution to the work of the Department of Education.

Sponsors/Mentors: --

Scope of Recruitment: Recruits students from all segments of higher education in Pennsylvania; and if they are native born Pennsylvanians.

Recruitment Strategies: Generally these students come from such disciplines as educational administration, public administration, social planning, or political science.

Screening and Selection (Procedures and Timetable): Each campus recommends various students to the Board of the Field Experience Program in Pennsylvania.

Admission Requirements:

Age: --
Education: Enrolled in graduate (masters), or doctoral college program
Occupation: Student
Geographical, Ethnic or other Preferences: Native born Pennsylvanian
Other Criteria: --

Remuneration and Stipend: $90 per week for 16 weeks.

Obligations Upon Completion of Program: --

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PHOENIX MANAGEMENT INTERN PROGRAM

Address and Phone Number: Budget and Research Director
Municipal Building
251 West Washington
Room 821
Phoeniz, Arizona 95003

Program Director: John B. Weintz, City Manager

Administering Agency: Budget and Research Department within the City of Phoenix

Source of Funds: City of Phoenix

Year Commenced: 1945

Interns/Fellows per Year: 3 per year

Objectives of Program: Designed to attract, develop and retain young people in local government. Under the direction of the Budget and Research Director and its staff members, interns are encouraged and expected to inquire into important issues and initiate improvements, suggest new approaches and offer new directions. The interns apply various research techniques to the study of administrative and organizational problems, policies and practices.

Program Design (Duration, Internship, Educational Component): Serve as staff assistants to administrative or citizens' committees such as the Alcoholism Planning Committee, Citizens' Advisory Committee on Drug Abuse, and the Commission on Youth, and attend City Council study sessions, meetings of the Manager's "cabinet" and attend conferences.

Scope of Placement: Budget and Research Department

Sponsors/Mentors: --

Scope of Recruitment: Nationwide

Recruitment Strategies: Brochures, bulletins, etc.

Screening and Selection (Procedures and Timetable): Qualifications will be rated on the basis of scholastic records, references, character evaluations and pertinent administrative experience. Applications will be accepted until March 1. Selection made in early April.

Admission Requirements:

Age: 21 - 40
Education: Completion of Master's Degree in Public Administration or closely related fields.
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: $8,849 - $10,088 depending upon qualifications, plus comprehensive frings benefits.

Obligations Upon Completion of Program: --

POPULATION INSTITUTE INTERN PROGRAM

Address and Phone Number: The Population Institute
110 Maryland Avenue, N.E.
Washington, D.C. 20002

Program Director: David Baker

Administering Agency: The Population Institute

Source of Funds: Sunnen Foundations and various other contributions

Year Commenced: 1972

Interns/Fellows per Year: Between 38 and 40 interns

Objectives of Program: Allows undergraduate and graduate students to do something about the problems of population and environment in their state while they are involved in their normal academic programs. The interns are challenged to become agents of change and innovation and to assist public officials in finding workable approaches to extremely complex and vital questions.

Program Design (Duration, Internship, Educational Component): Interns work closely with academic advisors, state legislative or executive sponsors and citizen leaders on a research project dealing with population and environmental problems. Project subjects will be chosen on the basis of legislative priorities within the state. The research is to be action-oriented, designed to produce results at the legislative and administrative levels. It can be geared to new activities in any of the three branches of government, or focus on full implementation of laws already passed.

Deadline for applying April 30th for internships commencing the following September (through June).

Scope of Placement: In 22 to 25 states

Sponsors/Mentors: --

Scope of Recruitment: From a selected 22 to 25 states per year. Fluctuates year by year.

Recruitment Strategies: Brochures, various college contacts, press releases to colleges, newspapers and advertise in population related programs.

Screening and Selection (Procedures and Timetable): Interns will be selected on the basis of:

1. Experience and interest in population and related activities
2. Proven research and writing ability
3. Faculty recommendations (2)
4. Relevance of research interests and state needs
5. College transcript

Admission Requirements:

Age: Undergraduate and graduate
Education: Must be attending a college or university
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: $600.00 per intern for the school year plus necessary travel and research costs.

Obligations Upon Completion of Program: --

RHODE ISLAND STATE GOVERNMENT INTERNSHIP COMMISSION

Address and Phone Number: Room 323, State House
Providence, Rhode Island 02903

Program Director: Oliver L. Thompson, Jr.

Administering Agency: Intern Commission

Source of Funds: Joint Committee on Legislative Affairs

Year Commenced: 1967

Interns/Fellows per Year: 60

Objectives of Program: The purpose of the state government intern program shall be to enable students and young persons to develop a knowledge of the structure and procedure of the state government in order to encourage them to take an active part in the civic life of the state and to further encourage them to enter government service.

Program Design (Duration, Internship, Educational Component): One semester, 12 weeks. All but one college gives academic credit, usually 4 credits. Designed to give both academic and experienced input.

Scope of Placement: All three branches of Government

Sponsors/Mentors: From all three branches

Scope of Recruitment: All departments of colleges and universities within Rhode Island

Recruitment Strategies: Through academic advisors in each college or university

Screening and Selection (Procedures and Timetable): By Academic Committee

Admission Requirements: None. Upon recommendation of Academic Advisor in each college.

Remuneration and Stipend: $100 stipend per intern

Obligations Upon Completion of Program: Must complete the 12 week course of Monday seminars, work 8 hours per week in sponsors office and submit a satisfactory paper on assignment.

ROBERT F. KENNEDY MEMORIAL FELLOWS PROGRAM

Address and Phone Number: Robert F. Kennedy Memorial
1035 30th Street, N.W.
Washington, D.C. 20007
(202) 338-7444

Program Director: Lenny Conway

Administering Agency: Robert F. Kennedy Memorial

Source of Funds: --

Year Commenced: 1968

Interns/Fellows per Year: Approximately 24 on a rotating basis

Objectives of Program: The Robert F. Kennedy Fellows Program is a tax exempt public foundation which provides support to various community level organizations working with youth. The Fellows Program focuses on the educational rights of children and youth.

A person seeking a Fellowship would apply to the Fellows program along with an organization (host organization) whom they would be fulfilling their fellowship with.

The Memorial is not a grant making foundation nor does it have a scholarship program.

The Fellows Program consists of a Senior Fellows area and a Youth Fellows area. S.F. are young adults and Y.F. are adolescents (aged 15 - 19).

Program Design (Duration, Internship, Educational Component): Senior Fellows placements are usually for one year and Youth Fellows for six months - serving in local communities and schools to help young people. The Memorial encourages Youth Fellows to undertake local projects, hoping, by example, to encourage more young people to work for freedom of expression and against social injustice in their schools and communities.

Scope of Placement: Each Fellow arranges the locality and organization in which to work for.

Sponsors/Mentors: --

Scope of Recruitment: --

Recruitment Strategies: The major recruitment of the Memorial puts stress on the educational opportunities for Blacks, Indians, and Chicanos and are also seeking out those groups which are attempting to commit more fortunate young people to the battle against poverty and discrimination.

Screening and Selection (Procedures and Timetable): --

Admission Requirements:

Age: --
Education: --
Occupation: --
Geographical, Ethnic or other Preferences: Fellows are placed throughout the United States
Other Criteria: The Fellows must have a Host Organization

Remuneration and Stipend: Senior Fellows Program, July 1974, $6,400 yearly and Youth Fellows $120.00 a month.

Obligations Upon Completion of Program: --

SECURITIES AND EXCHANGE STUDENT ASSISTANT PROGRAM

Address and Phone Number: U.S. Securities and Exchange Commission
Summer Employment Program Coordinator
Office of Personnel
500 North Capitol Street
Washington, D.C. 20549

Program Director: --

Administering Agency: U.S. Securities and Exchange Commission

Source of Funds: Securities and Exchange Commission

Year Commenced: --

Interns/Fellows per Year: --

Objectives of Program:

1. To provide the type of work and learning experience which will develop an interest in the Commission's activities and also serve as a stimulus for the participants to apply for permanent employment.
2. To secure a talented group of temporary employees who can provide valuable assistance in the performance of regular and special duties throughout the summer.

Program Design (Duration, Internship, Educational Component):

Student Assistant (Finance) - must have involved major study in accounting, finance, investments, economics or business administration.

Student Assistant (Law) - must have completed two years of study at law school.

Summer only placement.

Scope of Placement: U.S. Securities and Exchange Commission, Washington, D.C.

Sponsors/Mentors: --

Scope of Recruitment: Nationwide

Recruitment Strategies: Announcements, brochures, college information centers.

Screening and Selection (Procedures and Timetable): Student Assistant must file:

1. Completed Standard Form 171
2. College transcript or a list of undergraduate, graduate and law school courses
3. Indicate their cumulative grade average

(Law) closing date is January 31; (Finance) is March 15.

Admission Requirements:

Age: Undergraduate and above
Education: --
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: GS 5 - 9 level

Obligations Upon Completion of Program: --

SMITHSONIAN INSTITUTION - PROGRAM OF HIGHER EDUCATION AND RESEARCH TRAINING
IN: History of Science and Technology
Anthropology
Earth Sciences
American History and Material Culture
History of Art
Biological Sciences

Address and Phone Number: Office of Academic Studies
Smithsonian Institution
Washington, D.C. 20560
(202) 628-4422

Program Director: Office of Academic Studies

Administering Agency: Smithsonian Institution

Source of Funds: Smithsonian Institution

Year Commenced: 1965

Interns/Fellows per Year: 1965

Objectives of Program: Smithsonian Fellowship awarded to support independent research in residence at the Smithsonian, in association with its staff and using its museum collections, laboratories, and other facilities.

Program Design (Duration, Internship, Educational Component): An international program designed to train for one year. Smithsonian Fellowships available to:

Post Doctoral Scholars: to pursue further training in research. A limited number of fellowships is available.
Doctoral Candidates: to conduct research for their dissertations with approval of their university departments.
Graduate Student: to conduct 2 to 3 month directed research and study projects.

Scope of Placement: In the 6 various branches of the Smithsonian Institution mentioned above.

Sponsors/Mentors: --

Scope of Recruitment: International

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable):

Reviewed by members of Smithsonian Research staff.
Make recommendations for appointment to Board of Academic Studies.
Reply by March 15 - Doctoral and Post Doctoral.
Reply by April 15 - Graduate
Essay outlining accomplishments, current and past research, discussion of their project they desire to undertake; transcripts; two letters of recommendation.

Admission Requirements:

Age: Have to hold the status of a Graduate, Doctoral or Post Doctoral
Education: Enrolled in any institution of higher education
Occupation: Student
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend:

Post Doctoral:	$10,000 stipend per annum plus residence allowance
Doctoral:	5,000 stipend per annum plus residence allowance
Graduate:	100 per week awarded for a year

Obligations Upon Completion of Program: No obligations

SOUTH DAKOTA LEGISLATIVE STUDENT INTERN PROGRAM

Address and Phone Number: Director
Legislative Research Council
State Capitol Building
Pierre, South Dakota 57501
(605) 223-3251

Program Director: Michael C. Ortner

Administering Agency: Legislative Research Council

Source of Funds: Special state appropriation

Year Commenced: 1974

Interns/Fellows per Year: 20

Objectives of Program: To provide legislative internships for college students to foster knowledge and understanding of the governmental process and to provide assistance to the legislative branch of the State Government.

Program Design (Duration, Internship, Educational Component):

6 weeks in even numbered years
9 weeks in odd numbered years

Most colleges allow credit for the internship.

Scope of Placement: Legislative Body members of the State of South Dakota

Sponsors/Mentors: Legislators and legislative committees

Scope of Recruitment: All colleges in South Dakota

Recruitment Strategies: Approximately 50% Democrats and 50% Republicans

Screening and Selection (Procedures and Timetable): Must complete application form provided by the legislative research council and furnish them with a copy of their transcripts at least six weeks prior to first day of legislative session. The character, aptitude, academic attainment, and interests of applicant shall provide basis for selection.

Admission Requirements:

Age: Any student currently enrolled in a degree-granting post-secondary educational institution.
Education: --
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: $70 per week

Obligations Upon Completion of Program: Brief personal written evaluation of program by interns and legislators.

SOUTH DAKOTA STUDENT INTERN PROGRAM - EXECUTIVE BRANCH

Address and Phone Number: Dept. of Education & Cultural Affairs
State Capitol
Pierre, South Dakota 57501
(605) 224-3119

Program Coordinator: Mrs. Pamela Bollinger

Administering Agency: Dept. of Education and Cultural Affairs

Source of Funds: Legislative Appropriation of State Dollars

Year Commenced: 1973

Interns/Fellows per Year: Program is expanding -- 58 Summer '74, approximately 25 school year '74-'75.

Objectives of Program:

1. To provide students with off-campus work experiences that will supplement and enhance their academic training.
2. To provide work experiences relevant to the students' educational objectives.
3. To offer state government agencies the opportunity to utilize the talent and creative ideas of youth.
4. To encourage young people to enter careers of service in South Dakota.
5. To foster a greater knowledge and understanding of the governmental process.

Program Design (Duration, Internship, Educational Component): Opportunities open to public and private schools in South Dakota for academic credit. Credit is not centrally decided by department, but is presently a matter of decision at the college level. State agency internships are in a variety of areas -- law/pre-law, communications, social sciences, economics, business/math, social services, etc. Presently a twelve-week internship is utilized, but eventually program may move to a semester long internship during the regular school year with a twelve-week segment in the summer.

Scope of Placement: Agencies, committees, and associations that are a part of the Executive Branch of the South Dakota State Government.

Sponsors/Mentors: Varies throughout program -- state agencies request interns for the purpose of providing a service learning experience for the young people of South Dakota. Sponsors range from Social Welfare, Education and Cultural Affairs, Commerce and Consumer Affairs, to Indian Affairs, Central Data processing, Economic and Tourism Development, Bureau of Personnel, Administration, etc.

Scope of Recruitment: Coordinator contacts campus intern coordinators at each participating institution. In turn, the students receive the information on campus. News releases and posters are also put out.

Recruitment Strategies: Slide-tape presentation on program is presented at the campuses; brochures are available; news releases and posters are displayed; academic advisors and curriculum planners encourage internships as a part of the students major program. Program provides opportunities for youth to become involved in the State government in South Dakota and hopefully encourages them to work in their state. Uppermost in the program is the practical work experience gained.

Screening and Selection (Procedures and Timetable): Applications available through coordinator at Pierre, as well as coordinators on each campus. Applications are sent to main office. Copies of applications are sent to each agency for which the intern has requested an internship with, in accordance to the job description sent out by the state agencies. The supervisors at the agencies will review the applications and personally interview up to three applicants by phone, or in person. After student is chosen, the agency contacts the coordinator's office about selection and student is contacted about choice of intern. The student, then, has ten days to accept or decline.

Admission Requirements: Should be a resident of South Dakota or attending a college or university in South Dakota. Preference is given to junior or senior or graduate status.

Age: Preference given to junior, senior, or graduate status.
Education: Same as above.
Occupation: In line with field of study.
Geographical, Ethnic or other Preferences: Resident of South Dakota or attending South Dakota college or university.
Other Criteris: --

Remuneration and Stipend: $100 per week for undergraduate; $125 per week for graduate status.

Obligations Upon Completion of Program: Final evaluation and final booklet.

STATE OFFICE FOR PLANNING & PROGRAMMING (State Planning Internships) IOWA

Address and Phone Number: 523 East 12th Street
Des Moines, Iowa 50312

Program Director: Robert F. Tyson, Director
Barry M. Petrowsky, Personnel Officer

Administering Agency: State Office for Planning and Programming

Source of Funds: Department of Housing and Urban Development (HUD 701)

Year Commenced: 1969

Interns/Fellows per Year: Varies; is determined by the amount of funding available during a given fiscal year. Usually four to six per fiscal year.

Objectives of Program: The interns in OPP have the opportunity to assist full-time state planners in a number of areas including environmental affairs, rural development, general state planning, highway safety, comprehensive health planning, municipal affairs, educational planning, and public information. This exposure serves as on-the-job training or provides an apprenticeship for individuals who are interested in working in the government sector upon graduation from a college or university.

Program Design (Duration, Internship, Educational Component): Duration - one school semester. However, an intern may have the opportunity to work an additional semester to finish a given project. Maximum hours per week allowed - 20 hours per week. A schedule for each intern is arranged between the office personnel Officer and the intern in order to insure that the intern can continue with a full-time course load at his or her University, while also working up to twenty hours per week in the Office for Planning & Programming.

Scope of Placement: Not applicable

Sponsors/Mentors: Not applicable

Scope of Recruitment: Surrounding colleges and universities.

Recruitment Strategies: In conjunction with the Public Administration and Political Science Departments, as well as the general placement offices of the neighboring colleges and universities.

Screening and Selection (Procedures and Timetable): Available intern positions are announced via letter and phone calls to the neighboring Colleges and Universities, who in turn post the employment positions in their respective institutions (in the various Departments). Applications of those interested individuals are received for approximately one to two months prior to the selection process. Through the process of elimination, the candidates are selected and matched with the various intern positions that are available, taking into consideration the intern candidates ultimate career goals.

Admission Requirements:

Age: Not applicable
Education: At least a Junior or Senior in a College or University and above.
Occupation: None
Georgraphical, Ethnic or other Preferences: From surrounding colleges and universities.
Other Criteria: None

Remuneration and Stipend: Junior year internships: $3.00 per hour plus 3 hours of credit. (The credit is determined by the University or College and can be received only once.) Senior year: $3.25 per hour, plus credit if not already received.

Obligations Upon Completion of Program: Determined by the cooperating university of college of the respective intern.

STATE OF HAWAII LEGISLATIVE INTERN PROGRAM; STATE OF HAWAII EXECUTIVE CITY & COUNTY OF HONOLULU ADMINISTRATIVE INTERN PROGRAM

Address and Phone Number: Center for Governmental Development
1394 A Lower Campus Drive
Honolulu, Hawaii 96822

Program Director: Lionel Medeiros

Administering Agency: Center for Governmental Development, College of Continuing Education & Community Service, University of Honolulu

Source of Funds: State of Hawaii and City and County of Honolulu

Year Commenced: 1959 (program has been revised several times)

Interns/Fellows per Year: Approximately 30

Objectives of Program: To acquaint upper division undergraduates with the operations of the legislature and executive branches of Hawaii government/ . . . of the administrative branch of the City and County of Honolulu.

Program Design (Duration, Internship, Educational Component): Each state internship: one semester. Each state program requires attendance at a weekly seminar session (legislative provides credit; executive is non-credit). City and County of Honolulu: 1 year non-credit. No weekly seminar sessions.

Scope of Placement: Legislative offices, normally top-level offices; executive offices, normally Governor, Lt. Governor and large departments. City and County, normally upper middle-management contact.

Sponsors/Mentors: State legislators, top-level administrators, with faculty members and guests at seminars.

Scope of Recruitment: Statewide announcement plus intensive University of Hawaii, Manoa Campus, recruitment.

Recruitment Strategies: Statewide newspapers, faculty bulletins, University newspaper, campus signs, auto flyers, mimeo brochures.

Screening and Selection (Procedures and Timetable): Normally: completed application forms, statement of interest, transcript, and interview for all except those with grade point difficulty, close consultation between government and university.

Admission Requirements:

Age: Open
Education: Jr/Sr status on University of Hawaii, Manoa Campus
Occupation: Open
Geographical, Ethnic or other Preferences: Open
Other Criteria: --

Remuneration and Stipend: State: $750 per semester involvement.
Honolulu: $3.24 per hour (20 hours per week).

Obligations Upon Completion of Program: No formal obligations. Most, however, continue interest in the political process or accept government employment.

STATE OF MINNESOTA, GOVERNOR'S INTERNSHIP PROGRAM

Address and Phone Number: 215 Administration Building
St. Paul, Minnesota 55155
(612) 296-2329

Program Director: Mary Des Roches

Administering Agency: State Department of Personnel

Source of Funds: Administration of Program under Federal Intergovernmental Personnel Act

Year Commenced: 1972

Interns/Fellows per Year: Approximately 400

Objectives of Program: To expand opportunities for students to supplement their classroom education and test their career goals with a service-learning project in a government agency.

To coordinate internship projects and make them more accessible to students through a standard procedure for placement and evaluation.

Program Design (Duration, Internship, Educational Component): The program design is flexible. All internships must have a direct academic component and be conducted with faculty supervision. The experience can be from one academic quarter to one year in duration; students participate in the agency between 10 and 40 hours per week.

Scope of Placement: All levels of government-primarily in the state agencies at the present time.

Sponsors/Mentors: The direct sponsor is the State of Minnesota. Other government jurisdictions participate.

Scope of Recruitment: All institutions of higher education in Minnesota.

Recruitment Strategies: Information is sent to field placement coordinators at all academic institutions of higher education.

Screening and Selection (Procedures and Timetable): Applications from students are submitted six weeks prior to academic quarter of the internship. Students are referred to agency coordinators for interviews. Final selection is made by agency coordinators.

Admission Requirements:

Age: --
Education: Currently enrolled
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: Agency may specify own requirements

Remuneration and Stipend: Generally $2.50 per hour for undergraduates and $3.50 per hour for graduates.

Obligations Upon Completion of Program: Evaluation of internship by both student and supervisor. Further obligations for academic credit made by school.

SUMMER GRADUATE ASSISTANTSHIP PROGRAM (METROPOLITAN MUSEUM OF ART)

Address and Phone Number: Summer Graduate Assistantship Program
Department of Public Education
Metropolitan Museum of Art
New York, New York 10028

Program Director: Mrs. Melanie Snedcof

Administering Agency: Department of Public Education, Metropolitan Museum of Art

Source of Funds: Metropolitan Museum of Art

Year Commenced: 1967

Interns/Fellows per Year: 10

Objectives of Program: To introduce a group of talented graduate students to museum work through on-the-job training involving a great variety of duties.

Program Design (Duration, Internship, Educational Component): The program lasts for 10 weeks. Depending on the needs of the department to which the Assistant will be assigned and interests of the Assistant, his work may include research for purchases, special exhibitions, catalogues, other publications, answering inquiries by colleagues and the public, etc.

Scope of Placement: Not applicable

Sponsors/Mentors: Not applicable

Scope of Recruitment: Mostly northeast U.S.A.

Recruitment Strategies: Flyers announcing the program are sent to universities and colleges.

Screening and Selection (Procedures and Timetable): Assistantships are intended for graduate students in art history with excellent records who contemplate museum careers. Application is made by letter to: Coordinator of the Graduate Assistant Program, Dept. of Public Education, The Metropolitan Museum of Art, New York, N.Y. 10028. Application should include all pertinent personal information, work resume, 3 letters of recommendation (2 should be academic, 1 from a past employer or someone able to evaluate the applicant's abilities), a paragraph on career plans, 3 choices of departments in which the applicant would like to work and the reasons for choosing them. After an initial screening, applicants will be contacted for a personal interview. Applications are due by March 1, decisions will be announced May 10, 1975.

Admission Requirements:

Age: Not applicable
Education: Graduate student in art history
Occupation: Not applicable
Geographical, Ethnic or other Preferences: Not applicable
Other Criteria: --

Remuneration and Stipend: $1,000 for 10 week internship.

Obligations Upon Completion of Program: Written evaluation.

SUMMER LEGAL INTERN PROGRAM (FEDERAL TRADE COMMISSION)

Address and Phone Number: Sixth Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20580
(202) 962-5550

Program Director: Mrs. Shirley J. McKenzie

Administering Agency: Federal Trade Commission

Source of Funds: Fiscal Budget

Year Commenced: Unknown

Interns/Fellows per Year: 15 - 25

Objectives of Program: To provide an opportunity for law school students to gain meaningful work experience related to their particular career goals in the fields of antitrust, consumer protection, and litigation.

Program Design (Duration, Internship, Educational Component): The program is designed to run for an entire summer, with the possibility of continuing on a part-time basis during the school year where applicable.

Scope of Placement: Students will be placed throughout the agency, including the regional offices.

Sponsors/Mentors: Federal Trade Commission

Scope of Recruitment: Recruiting is done at various law schools through interviewing on campus, posting bulletins at various law schools through the placement offices, and postings at various other government agencies.

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable): Applications for consideration should be in the Personnel Office no later than March 1. All applications are first screened by Personnel and later reviewed by the various representatives of the agency to determine if their background and education are relevant to the work of FTC. Selections are normally made by the first week in April.

Admission Requirements:

Age: None
Education: Completion of first or second year of law school
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: We strongly urge all minority group members to apply.

Remuneration and Stipend: --

Obligations Upon Completion of Program: None

TWIN CITY AREA URBAN CORPS

Address and Phone Number: 1603 Chicago Avenue
Minneapolis, Minnesota 55404
(612) 348-6967

Program Director: Dennis J. Bible, Acting Director

Administering Agency: City of Minneapolis

Source of Funds: City of Minneapolis, City of St. Paul, 10% administrative charge from all employing agencies; Federal College Work-study Program; Federal, State, Local, or Private Foundation grants.

Year Commenced: 1969

Interns/Fellows per Year: 400

Objectives of Program:

1. To develop meaningful internships for college students.
2. To provide local government with a creative, enthusiastic, and capable work force.
3. To act as an agent of innovation within local government.
4. To provide students and government employees with alternative learning experiences.

Program Design (Duration, Internship, Educational Component):

Duration: Minimum: 10 weeks
Maximum: 52 weeks

Internships with periodic seminars for educational component, bi-weekly newsletter.

Scope of Placement: Metropolitan area City and County governments, State government, Board of Education, non-profit agencies, suburban governments.

Sponsors/Mentors: City of Minneapolis

Scope of Recruitment: Nationwide: colleges and universities

Recruitment Strategies: College visits by staff coordinators, posters, mailings, slide shows, television and radio coverage.

Screening and Selection (Procedures and Timetable): Application form, personal interview with Urban Corps staff person and personal interview with agency supervisor before placement. Continuous placement during academic year through March 30, placement in a summer internship must be by June 30.

Admission Requirements:

Age: --
Education: Applicants must be college students
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: Eligibility for Federal College Work-Study preferred

Remuneration and Stipend:

Undergraduates (Work-Study)	$2.50/hr.
Graduate students (W-S)	$3.50/hr.
Semi-volunteers (Not W-S)	$20/wk. (Undergraduates)
	$28/wk. (Graduate students)

Obligations Upon Completion of Program: --

UTAH STATE HOUSE FELLOWS PROGRAM

Address and Phone Number: 118 State Capitol Building
Salt Lake City, Utah 84114
(801) 328-5245

Program Director: Ruth Ann Jefferies

Administering Agency: Office of the State Planning Coordinator

Source of Funds: Utah Legislature with matching funds provided by state departments utilizing state House Fellows.

Year Commenced: Became law 1969 although funds were not appropriated until 1953.

Interns/Fellows per Year: Two (2). This number may vary depending upon funds appropriated by legislature each year.

Objectives of Program: Intended to attract young people with distinctive qualifications into public service at the state level. Participation in government service by talented young persons early in their careers will aid state government in responding to the dynamic challenges of our time.

Program Design (Duration, Internship, Educational Component):

1. Fellows will be appointed to serve for approximately 12 months.
2. Fellows will participate in a program of seminars and discussions.
3. Where possible, arrangements may be made with local universities for the granting of credit toward a graduate degree for work done as a state house Fellow.

Scope of Placement: Staff of the Governor's office, the offices of other elected state officials or the offices of the heads of major state agencies.

Sponsors/Mentors: Commission on State House Fellows and the Governor's office.

Scope of Recruitment: Throughout the state of Utah.

Recruitment Strategies: News releases sent to all newspapers published in Utah. Letters sent through channels commonly used by the state merit system, to all minority groups, universities and colleges in the state, Utah Education Association, and other interested groups.

Screening and Selection (Procedures and Timetable): Although the timetable will vary each year, the one used in 1974 was as follows:

March 20 - Applications, recruitment letters and news releases sent out
April 15 - Deadline for receipt of applications
May 1 - The initial screening process will have taken place
May 15 - Final selection

Between May 1 and May 15 the Commission held personal interviews with all finalists before the final selection.

Admission Requirements:

Age: 23 - 35 years
Education: A "bachelors" from an accredited college
Occupation: Nopreference
Geographical, Ethnic or other Preferences: Prefer a Utah resident or one attending Utah schools.
Other Criteria: Their activities and education should be such as to indicate an interest in the area of public service.

Remuneration and Stipend: This will vary depending on educational background, experience, training, areas of expertise and the yearly appropriations from the legislature. The minimum salary is $12,000/year.

Obligations Upon Completion of Program: To write an exit report covering what they accomplished during the year, what they thought of their experience and any recommendations they might have for improvement.

WASHINGTON STATE SUMMER INTERN PROGRAM

Address and Phone Number: Interagency Training Division
Department of Personnel
910 East 5th
Olympia, Washington 98504
(206) 753-2895

Program Director: Governor Daniel J. Evans

Administering Agency: Department of Personnel
600 S. Franklin
P. O. Box 1789
Division - Interagency Training Division
910 E. 5th
Olympia, Washington 98504

Source of Funds: Agency funded. In past years there has been additional funds provided by the Federal Government.

Year Commenced: 1964; revised 1969

Interns/Fellows per Year: Minimum of 100 positions

Objective of Program: To provide state agencies personnel who can give a fresh, innovate approach to the accomplishment of important agency projects. It provides the student the necessary practical work experience related to academic studies, an opportunity to exchange views with members of the State Government and involvement in relevant problems facing society.

Program Design (Duration, Internship, Educational Component): Three basic intern classifications:

1. Senior Standing - Under immediate supervision assists in a variety of administrative or research tasks. May be assigned to a specific unit continually or may rotate between units to gain different kinds of experience.
2. B.A. or B.S. degree - Under general supervision completes specific assignments. May be assigned successively to different supervisors in different functional areas.
3. Graduate Standing - Under broad supervision completes specific projects involving research or investigation. May be assigned more responsible recurring work on a continuing basis.

Scope of Placement: Agencies make selection according to their submitted work plans.

Sponsors/Mentors: Governor, Governor's Summer Intern Advisory Panel, Summer Intern Coordinator, Agency Coordinators, Agency Intern Supervisors.

Scope of Recruitment: Four year colleges or universities within the State of Washington. In addition, four year colleges or universities out of the State of Washington which have requested to be placed on the Intern mailing list.

Recruitment Strategies: Candidates must have attained at least senior standing in an accredited college or university by the end of the present academic year. Applicants are accepted from all major discipline areas of study.

Screening and Selection (Procedures and Timetable): Filing date for all applications is March 1. State agencies will review the applications, contact those applicants chosen for interviews, and hire desired interns. Department of Personnel will notify all applicants as to their status by May 15. Interns will report to work as specified by hiring State Agency.

Admission Requirements:

Age: --
Education: Graduate standing and above
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: --

Remuneration and Stipend: Interns are paved by Agency standards:

Senior Standing intern:	$570 - $626
B.A. or B.S. intern:	640 - 704
Graduate Standing intern:	688 - 757

Obligations Upon Completion of Program: Interns are asked to fill out a questionnaire for evaluation of this year's program and to be used as suggestion for next year's program.

WHITNEY MUSEUM OF AMERICAN ART FELLOWSHIPS

Address and Phone Number: Whitney Museum of American Art
Independent Study Program
945 Madison Avenue
New York, New York 10021
(212) 249-4350

Program Director: --

Administering Agency: Whitney Museum of American Art

Source of Funds: Helena Rubinstein Foundation

Year Commenced: --

Interns/Fellows per Year: 10 per semester (20 per year)

Objectives of Program: --

Program Design (Duration Internship, Educational Component): Fellows in Art History and Museum Studies have responsibility for the operation and maintenance of the Whitney's Downtown Branch Museum including the organization and installation of exhibitions. Each Fellow in consultation with the Program Director selects a scholar to be a personal tutor to assist in preparing a major research paper. They also attend additional weekly seminars in museum practices conducted by the Education Department and various members of the museum staff.

Scope of Placement: Whitney's Downtown Branch

Sponsors/Mentors: --

Scope of Recruitment: Nationwide

Recruitment Strategies: Bulletins, brochures.

Screening and Selection (Procedures and Timetable): Fellows should have a strong interest in Art History and Museum Studies. Application should include a resume, expected date of degree (or date you graduated), semester applied for, and two letters of recommendation from faculty members. Spring semester applications must be received by November 8.

Admission Requirements:

Age: --
Education: Junior standing and above in university/college
Occupation: --
Geographical, Ethnic or other Preferences: --
Other Criteria: To be enrolled in any university or college

Remuneration and Stipend: Tuition for Fellows in Museum Studies is paid by the Helena Rubinstein Foundation.

Obligations Upon Completion of Program: --

WORLD BANK YOUNG PROFESSIONALS PROGRAM

Address and Phone Number: Personnel Department
World Bank
1818 H Street, N.W.
Washington, D.C. 20433
(202) 477-4561

Program Director: Mr. Ralph Hannan

Administering Agency: World Bank

Source of Funds: World Bank

Year Commenced: 1963

Interns/Fellows per Year: 55 or so per year.

Objectives of Program: Through the Young Professional Program, the Bank group makes a special effort to recruit outstanding recent graduates from universities and equivalent academic institutions in the expectation that they will find in its work a challenging and satisfying career in economic development, with the opportunity in outstanding cases, of rising to positions of senior responsibility.

Program Design (Duration, Internship, Educational Component): The Bank's Young Professionals are given two or three rotational assignments of four to eight months. In the rotation, the Young Professional is treated as a full-fledged staff member, given specific responsibilities and duties, and expected to make a significant contribution to the work of the department. Each rotational assignment will normally involve at least one field mission.

The length of the Young Professional's tour in the Program depends on the particular assignments, but normally runs between 12 and 18 months.

Scope of Placement: Within the World Bank Group: International Development Association (IDA); International Finance Corporation (IFC); International Centre for Settlement of Investment Disputes (ICSID): and International Bank for Reconstruction & Development (IBRD, or more commonly just called the World Bank).

Scope of Recruitment: Nationwide and Internationally

Recruitment Strategies: --

Screening and Selection (Procedures and Timetable): A new group of participants in the Young Professionals Program is selected three times a year on a competitive basis. Applications sought in all member countries and qualifications and suitability carefully screened. Personal interviews arranged. While most participants selected for the Program are economists or financial analysts, they include candidates with training in management, public administration, engineering, law and operations research.

Admission Requirements:

Age: Not more than 30 years
Education: Equivalent of Master's Degree in related field to work at World Bank group.
Occupation: --
Geographical, Ethnic or other Preferences: No nationality quota system in selecting or promoting Bank Group personnel.
Other Criteria: Some training in economics or finance.

Remuneration and Stipend: Range between $12,000 - $15,000 per year, plus remuneration for moving costs; 25 days annual leave.

Obligations Upon Completion of Program: --

BIBLIOGRAPHY OF RELATED PUBLICATIONS

A.C.S.P. Guide to Graduate Education in Urban and Regional Planning, is published by the Association of Collegiate Schools of Planning. Copies are available for $5.75; make check payable to Association of Collegiate Schools of Planning, and send to Lawrence Susskind, Editor, A.C.S.P. Guide, Building 7-338, Department of Urban Studies and Planning, M.I.T., 77 Massachusetts Avenue, Cambridge, Mass. 02139.

A Guide to Professional Development Opportunities for College and University Administrators, 1974 published annually by the Management Division (MD), Academy for Educational Development, Inc., was written to help college and university administrators locate places where they can get help on management procedures. It lists activities sponsored by associations, corporations, and consulting groups, as well as a number of seminars and short professional development courses given at colleges and universities. Single copies are available free (there is a charge for quantity orders) from Management Division, Academy for Educational Development, 1424 Sixteenth Street, N.W., Washington, D.C. 20036.

A Selected List of Major Fellowship Opportunities and Aids to Advanced Education for United States Citizens, (Spring 1974) prepared by The Fellowship Office, Commission on Human Resources, National Research Council, Washington, D.C. under contract with the National Science Foundation.

Directory of Special Programs for Minority Group Members, 1974: Career Information Services, Employment Skills Banks, Financial Aid (Willis L. Johnson, Editor) was designed to assist minority students, their counselors, and those seeking minority employees. It also includes a listing of women's career counseling and job assistance programs. The Directory is available for $6.95 prepaid from Garrett Park Press, Garrett Park, Maryland 20766.

Directory of Washington Internships, a quarterly publication of the National Center for Public Service Internship Programs, contains a continually revised and updated list of intern programs and placements in Washington, D.C. for both undergraduate and graduate students. The initial annual issue appears in September, with subsequent supplements containing new placements released in December, March, and June. A subscription form can be obtained from the National Center for Public Service Internship Programs, Suite 601, 1735 Eye Street, N.W., Washington, D.C. 20006.

Government Management Internships and Executive Development by Thomas P. Murphy, treats some of the academic questions involved in internships, presents the student's view of the opportunities and pitfalls of an internship experience, and reviews the historical development of various types of internships. It is available for $12.50 from Lexington Books, 125 Spring Street, Lexington, Mass. 02173.

Graduate School Programs in Public Affairs and Public Administration 1974 is a survey report of the institutions of the National Association of Schools of Public Affairs and Administration (NASPAA). Copies are available for $5.00 prepaid from NASPAA, 1225 Connecticut Avenue, N.W., Suite 300, Washington, D.C. 20036.

National Register of Internships and Experiential Education (Ross C. Lewchuk, Editor, assisted by Richard A. Ungerer) lists state internship offices and program resources as elements in "an emergent communications system for learning opportunities" and reviews 200 books, articles and reports on "learning as situated in the institutions of society." It also lists 1500 individuals and institutions interested in academic internships and similar learning opportunities at the undergraduate and secondary levels. The Register is available for $3.95 prepaid from Acropolis Books, Ltd., Colortone Building, 2400 17th Street, N.W., Washington, D.C. 20009.

Urban Careers Guide is a directory of educational opportunities in the fields of housing, housing management, urban renewal, community development, and housing code enforcement. It was prepared cooperatively by the National Association of Housing and Redevelopment Officials (NAHRO) and Southern Illinois University at Edwardsville (SIU), with the assistance of the Westinghouse Corporation. It is available for $5.00 ($3.00 to members of NAHRO) from NAHRO Publications Division, 2600 Virginia Avenue, N.W., Washington, D.C. 20037.

Who Administers? - Access to Leadership Positions in The Administration of Government is a survey and report written by Frank Logue for the Division of National Affairs at The Ford Foundation, June 30, 1972. Logue discusses public service internship, fellowship, and leadership development programs; who participates in them, who has access to them and how that access might be broadened, especially for members of minority groups. Available on request from the Office of Reports, The Ford Foundation, 320 East 43rd Street, New York, New York 10017.

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